

Templeton Library

Policies and Procedures



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I. GENERAL INFORMATION

1. Mission

The Templeton Library connects people with each other, resources, technology and ideas.

The Templeton Library provides:

- An environment that encourages reading, learning and thinking. We strive to make borrowing and returning library materials, using materials, studying in the library, and obtaining volunteer assistance as easily as possible.
- A high level of quality service to make everyone's experience as easy, pleasant and comfortable as possible.

2. Location and Hours

The Templeton Library is located at 1173 South Main Street, Templeton. Operating hours are below and . Templeton Library may be adjusted as discretion allows.

● Sunday	Closed
● Monday	Closed
● Tuesday	10:00 am - 1:00 pm
● Wednesday	1:00 pm - 5:00 pm
● Thursday	1:00 pm - 7:00 pm
● Friday	1:00 pm - 5:00 pm
● Saturday	10:00 - 1:00 pm

3. Holidays

The Templeton Library is closed on the following holidays:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday following
- Christmas Day

4. Closing or Postponed opening

The library may close or postpone opening as conditions warrant.

When a decision is made to close or postpone the library's opening, a notice may be posted or distributed in the following ways:

- On the library website at templetonlibrary.org
- The library entrance
- Library Facebook and Instagram pages

5. Library Parking

Public parking is located adjacent to the library. ADA accessible parking is available. Bicycle parking is available at a rack in front of the Library.

6. Funding

The Templeton Library is funded entirely by the Templeton Community Library Association with community donations.

7. Templeton Community Library Association (TCLA)

Templeton Community Library Association is a 501(c)(3) organization committed to supporting and enhancing the library's ability to serve the needs of the Templeton community. TCLA coordinates an ongoing book sale, and other special events to raise money for an annual operating gift to the library. Donations to TCLA support public programs, community outreach, purchase of library materials, and volunteer development.

8. Library Volunteers

The Templeton Library welcomes volunteers. Volunteers support the work of the library or are assigned to work on special projects. All volunteers must undergo a background check.

- Some volunteers have a scheduled weekly commitment to the library, their duties generally include interacting with patrons and performing library functions.
- Some volunteers have flexible hours and duties and work under the direction of an assigned volunteer or the Site Coordinator.
- Junior volunteers between ages 14-17, must have parental or guardian consent to volunteer. They may choose to get school credit and if so their attendance will be verified by the assigned volunteer.
- Templeton Library may create other volunteer opportunities.
- Visit templetonlibrary.org for a volunteer application.

II. **LIBRARY SERVICES**

The Templeton Library provides a variety of services to meet the needs of all age groups using the library. These services may include:

1. **Adult Services**

The Templeton Library offers the following services. Services are subject to change. .

- Assistance and guidance in locating and selecting materials or referrals to other agencies and libraries to locate needed information.
- Assistance and guidance with the use of library resources and services.
- Training and instructional programs in a variety of topics including technology, English as a second language, and basic literacy.
- Veteran services.
- Programs that encourage literacy.

2. **Youth Services**

The Templeton Library provides library service to children of all age groups and for adults working with children, parents, and caregivers with the goal of inspiring a lifelong love of reading and learning. The Templeton Library offers a diverse collection of print, visual, audio and electronic materials designed to encourage children's curiosity and greater achievement.

The Templeton Library encourages learning and reading by providing a pleasant, stimulating atmosphere. Our programs encourage children and their families to make use of the library. Services may include:

- Early literacy development through a variety of age-appropriate story times, and Early Literacy Stations and computers. Encouragement of Reluctant Readers with special books and stories.
- After school homework assistance/tutoring.
- A variety of age level book groups that encourage children to share their reading experiences.
- A wide array of programming.
- Opportunities for learning about and tinkering with technology.
- Summer Reading incentive programs.
- Programs and services specifically designed to attract teens and pre-teens, designed as peer leadership opportunities.

3. Library Tours

The Templeton Library offers tours of the facility by appointment. Please call the Site Coordinator 805 221-5372 for an appointment. Educational class tours are tailored to age and subject specifications.

4. Lost and Found

The library is not responsible for the loss of personal belongings. Items accidentally left in the library will be held for a limited time.

- If the owner of the item can be identified, library volunteers will attempt to contact them.
- If the owner cannot be identified, the item will be held for one month.
- Library cards will be returned by mail to the cardholder.

III. USING THE LIBRARY

1. Purpose

Templeton Library provides access to various library services, resources, materials and programs. As a public library, materials should be provided for the interest, information and enlightenment of all people, and should present diverse points of view in the collection as a whole. The public has a right to access a range of social, political, aesthetic, moral and other ideas and experiences.

2. Accessibility

The Templeton Library complies with the Americans with Disabilities Act

3. Library Cards

A Templeton Library card is required to borrow materials from the library. Complimentary library cards can be obtained in person at the library or by submitting an online application through templetonlibrary.org. Minors up to age 18 must have parental or legal guardian consent.

4. **Borrowing Library Materials**

- **Loan Periods**

A 3 week loan period applies to all physical, circulating library materials, with the exception of certain items as designated.

- **Renewing Library Materials**

Most library materials can be renewed for one additional loan period. The Templeton Library will not renew DVDs and video games, or materials that have been reserved by another person. There are several ways to renew library materials:

1. At the library
2. Online through templeton.biblionix.com

- **Extended Use Fee**

Each cardholder is responsible for returning borrowed library materials by the assigned due date. Cardholders will be sent an email for any materials not returned on time. If materials are not returned on time and no renewals are available cardholders will be billed for any fees incurred to replace the overdue materials and may not borrow more materials until fees to replace overdue materials are paid.

- **Lost or Damaged Materials**

Cardholders are responsible for lost or damaged materials checked out on their library card. In the case of cardholders under the age of 18, a parent or legal guardian is responsible for items loaned in order to keep the cardholder's card in good standing. Charges for lost or damaged materials includes replacement cost of the materials.

- **Placing Holds on Materials**

Library cardholders may place a hold on items that are currently checked out. Holds are not allowed on new release feature DVDs. Cardholders will be notified by phone or email when a requested item is available for pickup.

There are several ways to place a hold:

1. At the Templeton Library
2. Online at templeton.biblionix.com

- **Interlibrary Loans**

Interlibrary loans to and from Templeton Library are not available at this time.

IV. **PRIVACY, CONFIDENTIALITY AND LAW ENFORCEMENT REQUESTS**

1. Confidentiality Policy and Purpose

The Templeton Library is committed to protecting the privacy and personal information of those who apply for a library card and use the library services and resources. This policy applies to all personally identifiable information including, but not limited to, circulation and library use records, and use of the internet on the premises.

The Templeton Library will make best efforts to safeguard card holder privacy and will not divulge personally identifiable information except to the extent to which it is legally required.

2. Confidential Information Retention

The Templeton Library does not sell cardholder information to third parties. The Templeton Library does not disseminate cardholder information except as required by law. The library collects only enough information necessary to transact library business and provide services consistent with our mission.

3. Library Use of Email

The library requests email and phone number contact information to issue a library card and provide information about the library's services and upcoming events as well as due date reminders. Any cardholder can decline to receive emails from the library at a later date by unsubscribing directly.

The library is not responsible for the privacy and security practices of non-library websites and email providers accessed from a library workstation or laptop. Computer users should review each site's policies and security practices and take other reasonable precautions.

4. Law Enforcement Requests

Library records containing personally identifiable information are confidential and shall not be disclosed, except as required by law.

5. Confidentiality for All Cardholders

The library's confidentiality policy applies to all cardholders. Parents or legal guardians of cardholders under the age of 18 will be given information about items checked out to their child's account upon written request. Parents or legal guardians must show a valid government issued photo ID or other documentation evidencing legal guardianship of the minor.

V. LIBRARY CODE OF CONDUCT

1. Overview

The Templeton Library strives to provide excellent customer service. Skilled and knowledgeable volunteers are ready to assist cardholders.

2. Purpose

A Library Code of Conduct helps ensure a comfortable and safe environment within the library. This policy is intended to provide clear and reasonable rules to guide behavior while in the library and on library premises.

Unacceptable behavior includes actions in the library or on library premises that interfere with the use of the library by others, creates a risk of injury to oneself or others, inhibits the work of library volunteers, disrupts the peaceful enjoyment of the library or creates a risk of damage to the library or the library premises.

The Library Code of Conduct is to be observed by everyone in the building or on library grounds.

Unacceptable behavior includes, but is not limited to:

- Any activity that constitutes a violation of federal, state or local criminal statutes or ordinances.
- Damage, defacement, or theft of any library property or material, or any personal property or material.
- Possession, distribution, or use of alcohol, controlled substances, tobacco or e-cigarettes
- Sexual conduct.
- Use of profanity, abusive or threatening language or threatening gestures, bullying or unwanted physical conduct.
- Unreasonable noise levels including shouting, loud talking or disruptive conversation, uncontrolled or repeated ringing of cell phones, loud vehicle noise.
- Solicitations, petitions or canvassing in the library or on library premises.
- Rollerblading, roller skating, skateboarding or wheeled shoe use in the library or on library premises.
- Consumption of food, except in the case of medical necessity, in the break room or at authorized library functions. Anyone eating food is required to clean the area promptly after eating.
- Bringing animals inside the library with the exception of service animals or those allowed at a library-approved event.

- Lack of personal hygiene that interferes with the use or enjoyment of the library by others or interferes with the work of library volunteers.
- Sleeping on the premises that interferes with the use and enjoyment of the library by others.
- Use of the library restrooms for anything other than their ordinarily intended purpose, it being understood that such purposes do not include bathing, shaving, or washing hair.
- Use of personal electronic equipment at a volume that disturbs others.
- Leaving unattended children or adults who are in need of supervision.
- Removing or not wearing footwear within the library building.
- Personal grooming is not allowed on library premises.
- Accessing pornographic materials on library computers or on personal devices while on the library premises.
- Loitering or refusing to leave the premises after closing.
- Refusing to respond to emergency alarms or other situations as instructed by volunteers.
- Obstructing use of equipment or facilities, or denying access to materials.
- Photographing patrons or volunteers without permission.
- Leaving personal belongings unattended.

3. **Enforcement**

The Templeton Library may suspend the library privileges for those whose behavior prevents or interferes with the effective use of the library by others. Violation of these rules may be cause for a temporary or permanent prohibition from future use of library facilities.

Anyone unable or unwilling to abide by the Code of Conduct may be required to leave. Any person who repeatedly violates these rules, or any person who commits a single, serious violation of the rules, in addition to being required to leave the library, may not be allowed to return into the library, and if allowed such right may be conditioned upon him/her agreeing to abide by the Code of Conduct.

Anyone whose privileges have been revoked may have the decision reviewed by the Board of Directors of the Templeton Community Library Association.

4. **Unattended Children**

Children of all ages are welcomed and encouraged to use the library's materials, programs and services. The library is an open, public building. The library does not accept responsibility for the supervision of unattended children. Parents, legal guardians and other caregivers are responsible for their children's behavior and safety at all times in the library.

The Templeton Library has established the following guidelines to help ensure that children are safe and cared for while in the library:

- Children under the age of eight (8) must be attended in the library by a responsible caregiver age fourteen (14) or older.
- Library volunteers have the discretion to require that a parent or caregiver accompany a child at all times, regardless of their age.
- If an unattended child under the age of eight (8) is discovered on library premises, for the child's protection, authorities will be notified

5. Cell Phones

The use of cell phones for personal conversations in the library is not allowed. Cell phones should be set to silent mode when in the building.

6. Food and Drink

Food is allowed only in the following areas and anyone making use of these areas is required to clean the area promptly after eating:

- The breakroom.
- Outdoor areas.
- The library during events or as rental space.
- Eating is prohibited in all other areas of the library.

Water is allowed in the building, with the exception of the Technology Center. Care should be taken not to place water near keyboards or in other locations where spills are likely to occur. Drinks such as coffee or soft drinks may be brought into the library if covered with a lid. Alcohol is prohibited at all times.

7. Solicitations

Solicitation is not permitted on library property. The only exceptions to the non-solicitation policy are the following:

- Those requests authorized and directed by the Board of Directors of the Templeton Community Library Association for projects that benefit the library or larger community.

VI. INTERNET USE

1. Overview

Public access to the internet is available to users of the Templeton Library as guests on designated library- owned computers and via a wireless connection for personal laptops and other wireless devices. The library provides internet access to support and expand the library's role in providing information and educational resources. Prior to using the library's internet access, all users are required to review and sign the library's Internet Use Agreement.

The Templeton Library extends its privacy and confidentiality policy to all users of the internet on the premises.

2. Internet Access

The library provides information in print, digital and other formats. As a matter of policy, the library does not restrict access to any resource on the internet for reasons of content except such content that violates federal, state, or local laws.

Parents or guardians are responsible for content accessed by their children via the internet. Because children who use the internet unsupervised may be exposed to inappropriate information and images, parents and guardians are encouraged to regulate and monitor their children's use of the internet.

3. Internet Use Agreement

All users of the library's internet access are expected to use the internet in a responsible and courteous manner, consistent with the purposes for which it is provided and to follow all rules, regulations and procedures established for its use.

Everyone who accesses the library's network shall :

- Recognize that public workstations and laptops must be used in a manner that respects the rights of others, and therefore should refrain from activity that prevents others from using the internet at the library.
- Not use the internet for any illegal activity or purpose.
- Not violate copyright or any other law.
- Not damage or alter the setup or configuration of the equipment or software used to access the internet at the library.
- Refrain from the deliberate or reckless propagation of computer malware or viruses.
- Refrain from the transmission of threatening, harassing, violent, obscene or abusive language or images using the internet, applications or email.

4. Assistance with the Internet and Technology

Volunteers may assist library users with use of the internet and library-supplied technology.

5. Guidelines for Use of Public Access Workstations and Mobile Devices

The library provides public workstations that can be used for internet access or other software applications on a first-come, first-served basis. These rules govern the use of these shared resources.

- Users may not alter or attempt to alter the setup or configuration of library computers (including software and peripherals).

Public workstations are available without charge but there is a cost for printing.

Misuse of public workstations, software or the internet will result in the suspension of the privilege to use them.

6. Wireless Network Access

The Templeton Library offers free guest wireless internet access for use with personal laptops and other mobile devices. Use of this service is governed by the Internet Use Policy.

The library cannot guarantee that all devices will work with its wireless access points.

All users are required to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Use of the Templeton Library's wireless network and its electronic devices are used at the risk of the user. The Templeton Library is not responsible for any loss of digital content.

7. Enforcement

Violation of the policies and regulations that govern the use of the library's internet resources may result in suspension or loss of the privilege to use library resources. Illegal activity involving the library's internet resources is subject to prosecution by the appropriate authorities.

The library reserves the right to make users discontinue the display of information and images that cause a disruption or discomfort to others using the library.

VII. MATERIALS SELECTION AND COLLECTION DEVELOPMENT

1. Overview and Purpose

The library provides a collection of print, non-print, and digital content to meet the informational, educational, and leisure-time interests of the community and includes items for all ages, genders, interests, education and reading levels, and diverse cultural backgrounds. The purpose of this policy is to provide guidance and establish the process used by the library to add items to its collection and evaluate its content and mix over time.

2. Collection Scope

The Templeton Library provides a balanced collection of print, non-print, and digital resources across a wide spectrum of subjects, enabling the community to explore diverse points of view on issues of interest. The library is responsive to the demand for contemporary materials of interest and significance. The library's collection development objectives are:

- To provide resources that inform, educate, empower, entertain, and enrich people as individuals, as families, and as a community.
- To include works of enduring value as well as timely material on current issues.
- To provide a balanced collection that represents a variety of viewpoints and opinions.
- To select materials based on community needs, both those expressed and those inferred from user demographics and other evidence of areas of interest.

3. Responsibility for Materials Selection – Compliance with California Freedom to Read Act

A materials selection committee of two Board members and the Site Coordinator will review requests for materials to be included in the collection, using Item 6 of The Selection Process, below. Patrons or members of the community may fill out a request for material inclusion into the collection. Requests will be reviewed by the committee. If the committee accepts the request, it will be included. If the request is not accepted for inclusion by the committee, the request and the reasoning will be presented at the next TCLA public Board meeting, held on the second Monday of each month. Committee recommendations will be discussed and accepted or rejected on a voice vote with notice to patron or member requesting the material.

4. Freedom to Read, View and Listen

Some patrons of the library may consider some materials to be controversial and/or offensive. Groups or individuals may find library materials that do not support their tastes and views. Selection of materials will not be affected by any such potential disapproval, and the library will not place materials on "closed shelves" or label items to protect the public (other than minors) from their content. No challenged material will be removed solely for the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled to exclude the material.

5. Community Input

The Templeton Library welcomes and encourages input from the Templeton community concerning the library collection or individual items within.

6. The Selection Process

Materials selection is a discerning and deliberative process. There is no single standard that can be used to evaluate the numerous and varied types of materials included in the library's collection. However, there are some general criteria that Templeton Library will use to evaluate regardless of format, including:

- The authority, reputation or significance of the author and/or publisher of the work
- Content of the work including objectivity, accuracy and timeliness of the information
- Social significance
- Suitability of the subject format and style for the intended audience
- Clarity, readability and manner of presentation
- Overall value to the collection
- Suitability for library use
- Evaluation by critics and reviewers
- Public demand for the title
- Scarcity of resources on a particular subject, the importance of the subject to the overall collection, and availability elsewhere
- Potential local use
- Cost
- Local emphasis or local authorship
- Compliance with current U.S. Copyright Law
- Other criteria as appropriate

7. **Gifts**

Gifts of books and other library materials in new or almost new condition are gratefully accepted by the library with the understanding that they are not guaranteed to be added to the library's collection. The same selection criteria used for the purchase of materials are applied to gifts. The library assumes ownership of all donated materials and reserves the rights to sell or otherwise dispose of gift materials not added to the collection. The library reserves the right to refuse conditional donations.

Receipts for materials given to the library are limited to acknowledgement of the quantity and format of materials donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The library will not appraise gifts or endorse appraisals obtained by donors.

Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors may be honored insofar as possible, but the library reserves the right of final selection. An appropriate acknowledgement may be placed in items acquired with gift funds.

No guarantee is made that gift materials selected for inclusion in the library collection or materials acquired with gift funds will be kept permanently or will continue to be replaced indefinitely.

8. **Materials and Resources**

The library purchases materials for adults, children and young adults.

• ***Adult Collection***

The library collects and maintains a wide variety of materials to meet the needs of Templeton's adult community. These materials vary by format, use, and intended audience. The adult collection may consist of the following categories, among others:

- Fiction
- Nonfiction
- Large print books
- Book club collections
- Audiobooks

- Movies
- Adult basic literacy and ESL materials
- Music
- Print content
- Templeton history
- Reference resources

- ***Children's Collection***

The children's collection provides a broad range of materials to stimulate interest and satisfy curiosity across the spectrum of age, interest and ability. A variety of viewpoints and treatments are sought. The library's collection supplements but is not intended to support any specific educational curriculum.

The children's collection may consist of, among others:

- Picture books
- Beginning readers
- Fiction
- Nonfiction
- Reference resources
- Graphic novels
- Print content
- Music
- Audiobooks
- Movies

- ***Young Adult Collection***

The young adult collection consists primarily of books that aim to widen the boundaries of an adolescent's thinking, enrich their life and help fulfill emotional and recreational needs. The collection may include materials on public school reading lists. The young adult collection also includes movies, music, audiobooks, graphic novels, comics, and magazines.

The selection criteria for the young adult collection are consistent with those for children's and adult materials. Quality books written for young adults with controversial themes and treatments are not excluded.

9. Selection Criteria

Criteria guiding the development of the Templeton Library collection include:

- ***Multiple Copies***

Multiple copies of items are purchased when there is high demand. Bestselling titles are purchased in multiple copies and formats.

- ***New Formats***

The library will keep a variety of new formats and, when appropriate, will offer new ways of delivering content.

- ***Fiction***

The fiction collection is a major component of the library's collection. Fiction is purchased on the basis of anticipated demand or cardholder request. The collection includes novels of the past and present, notable for literary merit, cultural value and popularity.

- ***Nonfiction***

The library purchases nonfiction on a wide variety of subjects and time periods in an effort to provide in-depth information on a topic. Nonfiction is purchased on the basis anticipated demand, and/or card-holder request. The collection includes, but is not limited to philosophy and religion, pure and technical sciences, business and economics, the arts, engineering and technology, education and careers, gardening, cooking, animals, history and geography, language and literature, interior design, medicine, music, performing arts, politics, government and law, psychology, recreation and sports, sociology, travel, and biographies.

- ***Reserved (Adult Basic Literacy and English as a Second Language Collection)***

Reserved

- ***Large Print Collection***

The library maintains a large print book collection

- ***Media Collection***

A variety of digital media including movies, music, audiobooks are available

- ***DVDs***

The library purchases new release, educational and documentary films. Films are evaluated as a whole and not on the basis of particular scenes or segments. In some instances, materials may be judged primarily on artistic merit, scholarship, historic record or importance in meeting the informational needs of the community. Items are also purchased in response to substantial demand for a specific title.

Titles are considered for addition to our collection on their merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is.

Some, but not all, titles are acquired with public performance rights. Where they apply, these rights are indicated on the physical item as well as on the item record.

- ***Audiobooks***

The adult audiobook collection features popular fiction and nonfiction as well as literary classics.

The Children's collection includes but is not limited to adaptations of children's literature, folk and fairy tales, poetry, ethnic literature and nonfiction.

10. Collection Maintenance

To maintain an up-to-date and useful collection, the library continuously evaluates materials and resources. Decisions about replacing materials may be based upon:

- The number of already owned copies of the title and community demand.
- Continued value of the title
- Local relevance of the title, author, illustrator or producer.
- Uniqueness to the collection.
- Additional coverage of the subject
- Availability of materials on the subject.

Information used to make decisions about removing a title from the collection includes:

- Review of analytical information such as circulation reports
- Visual inspection of materials to determine condition.

11. Annual Review

Materials collection and collection development policies will be reviewed annually to ascertain that as a public library, materials should be provided for the interest, information and enlightenment of all people, and should present diverse points of view in the collection as a whole. The public has a right to access a range of social, political, aesthetic, moral and other ideas and experiences.

VIII. LIBRARY PROGRAMS

1. **Purpose**

The Templeton Library sponsors a wide variety of public programs and may partner with other organizations to develop co-sponsored public programs to fulfill its mission and promote the enjoyment of reading, greater cultural understanding, lifelong learning and civic engagement. The library's investment in public programs recognizes that people learn in many different ways and that diverse programming enables the library to reach new audiences.

2. **Program Planning**

The library strives to present programs that represent a variety of opinions and viewpoints.

Programs represent the wide range of ideas and views contained in the library's collection. Programming responds to topical issues or popular trends and is planned to meet the expressed and anticipated needs of the community. Opinions expressed during programs at Templeton Library do not necessarily reflect the views of the library, its volunteers, or supporters.

The library uses the following criteria when planning programs:

- Relevance to community needs and interests
- Presentation quality
- Treatment of content for intended audience
- Presenter background, reputation and qualifications in the content area
- Budget
- Availability of program space
- Connection to other community programs, exhibitions or events
- Relation to library collections, resources, other library-sponsored programs, and exhibits

Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs under the following guidelines:

- Library programs must be non-commercial.
- Solicitations for business are not permitted.
- Copyright or trademark violations will not be permitted.

Sale of products at library programs is not allowed except for the following:

- Writers, performers and artists may sell their own work at library programs.
- Third-party vendors invited by the library to sell the work of the writer, performer or artist that is the subject of that particular library program.
- Templeton Community Library Association may accept donations at library programs they sponsor.

3. Community Participation

The library welcomes opinions and suggestions from the community concerning programming. The library may partner with another agency or community organization in planning joint programs or when the partner's program complements the library's mission. Co-sponsored programs will include participation by the library to plan and develop program content, provide logistical support, or include information about library resources relevant to the program content.

4. Program Availability

Generally, library programs are offered free of charge and are open to all, unless deemed inappropriate for a specific age group due to the nature and/or content of the program. The library occasionally offers some ticketed and fee based events as a fundraiser on behalf of the library.

For programs requiring registration, preference is given to Templeton Community Library Association members and donors. Those without library cards are placed on a waiting list on a first come, first served basis.

In the event that a program attracts more audience members than the library can safely accommodate, the library will limit admission to a number that meets fire, building, or health safety code standards.

5. Book Group Support

Book groups may request to hold their group discussions at the library.

6. Program Cancellation

The library reserves the right to cancel a program and reschedule (or not) at its discretion.

IX. SPONSORSHIP

1. Purpose

The Templeton Library encourages individuals, businesses and community organizations to become sponsors of library programs, services and events. These sponsorships help the library to maintain and increase its services to the community.

2. Sponsorship Consideration

Decisions on sponsorships will be made on a case-by-case basis. The Templeton Library reserves the right to refuse any sponsorship it deems inappropriate, inconsistent or unsuitable to the library's mission, goals, policies or best interests; it may cancel any sponsorship at any time.

The following principles shall be considered when evaluating potential sponsorships:

- Demonstrated evidence that the sponsorship will further the library's mission, goals, and objectives but not drive the library's agenda or priorities.

3. Conditions of Sponsorship

The Templeton Library requires that the following conditions be met as part of any sponsorship arrangements:

- The sponsor has no expectation of influencing the policies and practices of the library or the Templeton Community Library Association such as management and operations.
- The library will not enter into an agreement whereby sponsorship conditions result in preferential treatment for a specific sector of the community or individual
- A letter of agreement outlining the terms of the sponsorship shall be signed by both the sponsor and the Templeton Community Library Association.
- Sponsors understand that such sponsorships do not imply endorsement by the Templeton Community Library Association of their products or services.
- Any public use of the name and/or logo of the Templeton Library or Templeton Community Library Association and affiliated groups must be approved by the Templeton Community Library Association

4. Sponsor Recognition

Sponsors shall be provided with a level of recognition for a defined period of time commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs, events or services supported by the sponsor. This recognition could take the form of one or a combination of the following,

- Mention on the relevant event-related page of the library's website.
- Listing on promotional materials or invitations for the event.
- Mention in advertisements for the event.
- Other method(s) as deemed appropriate.

X. POSTING PUBLIC NOTICES

1. Purpose

Certain information and public notices may be posted in the library, subject to approval by the Templeton Library.

2. Community Bulletin Board

The Templeton Library may provide an area to provide information about upcoming community events.

Items posted on the community bulletin board do not imply endorsement by the library for any organization, cause or activity. Items may be posted at the discretion and approval of the Templeton Library.

3. Signs and Posters Inside and Outside the Library

Signs or posters may not be posted on or around the exterior of the library building or inside the library building.

Templeton Library may make an exception to this posting policy if the sign or poster is related to an event or service sponsored or co-sponsored by the library or otherwise contributing to its mission.

XI. PUBLIC MEETING SPACE

1. Meeting Space

Meeting space may be available for rent when not required for library activities. A TCLA Board member or volunteer shall be in attendance during the rental time.

2. Meeting Space Availability

When meeting rooms are not needed for library-related programs, they may be offered for rental provided that a completed and signed Agreement for Use of Library Facilities and Application of Use are submitted to the library. The library reserves the right to seek references for any applicant seeking to rent the library facility prior to entering into a rental agreement.

The following meeting space is available for use upon submission and approval of a written application and payment of all rental and related fees.

<u>Space</u>	<u>Capacity</u>
A single table	10
Entire library	35

In addition, and for specific circumstances, the entire library may be rented for an event when it is normally closed to the public.

Permission to use meeting space does not imply library endorsement of the goals, policies or activities of any group or organization.

3. Meeting Space Reservations

Contact the Templeton Library for an Agreement for Use of Library Facilities and Application of Use.

XII. RULES FOR THE USE OF PUBLIC MEETING SPACE

The following rules apply to groups using a library meeting space:

- Renters may use the library facilities for business or organizational meetings or private events – however, no admission may be charged and no products or services may be advertised, solicited or sold without the express written consent of the library.
- Parties, showers, memorial services and other receptions cannot be held in the library.
- Groups cannot use the library's name, address or telephone number as their official address or contact information.
- Groups may not publicize their meeting or event in such a way as to imply library sponsorship or that the meeting is open to the public.
- Individuals may not smoke, use e-cigarette devices, consume alcoholic beverages or cook in the meeting rooms.
- Refreshments cannot be served in the meeting rooms without the express written consent of the library.
- The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.
- Use of the meeting room shall not conflict with normal library operation or with library sponsored meetings, programs or activities. Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the library at all times.
- Groups cannot hang items in the meeting space without the express written consent of the library.
- Meeting space users are responsible for leaving the space in the same condition as originally found. The library reserves the right to charge a fee in the event the space is not returned to its original state following a meeting, and reimbursement of costs to restore the condition will be the responsibility of the renter.