

Bogota Public Library: Policy on Programs and Use of Library Space

The Library's program areas, including the Senior Center on library-allotted days and times, are to be used to enhance the educational, cultural and community life of the residents of Borough of Bogota, in accordance with the Library's mission and the American Library Association's "Library Bill of Rights," which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Library reserves the right to prioritize program area use based on the following criteria:

1. Library meetings or Library-sponsored programs
2. Borough of Bogota official meetings
3. Groups and organizations based in the Borough of Bogota
4. Other groups and organizations subject to the provisions below or to any modifications that may be made by the Library's Board of Trustees

Regulations:

1. Program areas may be used for educational or cultural programs or for civic purposes deemed to be for the benefit of the community. They may not be used for religious or political meetings. Subject to First Amendment rights, they may not be used for any purposes deemed to be inimical to the interests of the residents of Bogota.
2. All meetings/programs scheduled in the Library must be open to the general public and free of admission charges. No group or individual may levy an admission charge or fee under any guise, or mandate a purchase of a good or service, or require attendees to provide their name and contact information in exchange for attendance or participation in a program or event held in Bogota Public Library. Promotions or sales of services, products, merchandise, materials or other items are prohibited. Fundraising is prohibited, except for the benefit of Bogota Public Library or the Friends of the Bogota Public Library.
3. Authors are permitted to offer their books for sale after a speaking engagement. Musicians are permitted to sell their CDs after a performance. The Library and the Friends of the Library are permitted to sell products or merchandise to benefit the Library.
4. As a convenience, dues may be collected from members of an organization holding a meeting at Bogota Public Library. However, dues collection cannot be used to exclude members of the public from a program, event or meeting.
5. Program space may not be used for any unlawful purposes.
6. Tobacco, alcohol and games of chance are prohibited.
7. Open flames, including candles, incense, and other hazardous materials are prohibited.
8. Any promotional material created to announce an event in the library by an unaffiliated group must include the following statement: "This event is neither sponsored nor endorsed by Bogota Public Library." All advertisements and notices must clearly designate the sponsoring organization.

9. No area of the library may be used for personal celebrations including, but not limited to showers, birthday parties or anniversary parties.
10. Programs are to be held during the Library's public hours unless specific arrangements have been made with and approved by the Director.
11. Decorations must be approved by the Director or his/her designee and may not be affixed to the wall. All decorations must be free-standing.
12. With proper notice and sufficient reason, the Library reserves the right to revoke permission for the use of a program area; or to change the location to another area.

CONSIDERATION OF ROOM USE BY FOR-PROFIT ENTITIES

In the spirit of goodwill, business leaders in the community may wish to share their knowledge for educational purposes to establish or maintain their standing in the community. While it is recognized that additional business may result indirectly from conducting such a session, the library program space shall not be used for the primary purpose of soliciting or conducting business. For-profit businesses will not be permitted to use library space until they have applied for and received approval from the Director. Approval of presentations will depend on the following criteria:

1. The presenter or business will send an outline of the proposed presentation to the library director, pending his/her approval.
2. The primary purpose of the meeting should be educational or cultural in an area where the presenter can be deemed a subject matter expert.
3. The presentation must be appropriate for the community serviced by Bogota Public Library.
4. No direct solicitation of business may be made by the presenter nor by any staff of the for-profit business at the meeting.
5. Presenters and/or their staff may not solicit personal information from attendees, such as name, address or phone number either directly or through mandatory attendance sheets, sign-up sheets, business card collection, etc. Presenters may make business cards available and attendees are permitted to voluntarily provide information on their own.
6. Business leaders, businesses, and for-profit entities are limited to a maximum of 2 programs per calendar year (January-December) per area of expertise.
7. Advertisements for the meeting should explicitly state that the session is for educational/cultural purposes and that business will not be directly solicited at the meeting.
8. The Library and the Board of Trustees are not responsible for the content of any presentation.

RIGHTS RESERVED

1. The Board of Trustees reserves the right, at its sole discretion, to waive any provision contained herein, and to modify or revoke any permission for use previously granted by the Director or his/her representative.
2. The Board of Trustees reserves the right to amend or cancel any or all of these provisions at any time.
3. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library service, abusive or dangerous to the building, Library materials, exhibits, furnishings or individuals in the building.
4. While the Library Board of Trustees encourages individuals, groups and organizations to make use of the Library's space, consistent with the guidelines herein, the Board reserves the right to deny access when it deems appropriate.