

Policy

TITLE: Facilities
Service Animals
Displays/Bulletin Boards
Photography & Videography
Meeting Room

APPROVED BY: Board of Trustees
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NEW () REVISIONS (X)

Service Animals

Peabody Public Library strives to maintain a safe environment for all patrons. To meet the needs of patrons with disabilities, we recognize the need to allow service animals in the library. In all cases, the Library will follow Federal and State regulations regarding service animals. If regulations contradict this policy, the regulations will be enforced over the policy. Individuals with service animals will have the right to use the library and they will not be isolated or treated less favorably than other patrons.

Recognized Service Animals

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.

- Service animals will be considered those who are trained to do work for people with disabilities.
- Only service animals required for a disability under ADA will be allowed in the library.
- Service animals are not required to be identified in any way.
- Service animals are not required to be licensed.

Library Response

When an animal is brought into the library, staff may ask if the animal is required as a service animal for a disability and what work or task the animal is trained to perform. Staff **may not** ask additional questions regarding the person's disability. Staff **may not** require the patron to provide documentation as federal law does not require service animals to be licensed. In all cases, staff **will** take the patron at their word if they claim that the animal is a service animal. The library **will not** be responsible for providing food or water for service animals.

Behavior Rules

If an animal causes undue disruption to library operations or prohibits other patrons from using the library, staff may ask the patron to remove the animal under the following circumstances:

- The animal is not on a leash or under control by the patron.
- The animal is not housebroken.
- The animal is creating excessive noise or damaging property.
- The animal is aggressive towards staff or patrons.

Displays/Bulletin Boards

Displays

Display shelves and units within the library are intended for the promotion of library programs and materials. It is the responsibility of staff to ensure that these displays are maintained. At the discretion of library staff in consultation with the Executive Director library displays may be utilized by community members to promote their expertise (art, collections, hobbies, etc.) as they tie into the library's mission or programming. A community member that wishes to display items of this nature should reach out to department heads directly with their request.

Bulletin Boards

Bulletin Boards on library property are intended for the promotion of library programs and activities. Staff utilize these boards to promote monthly themes and upcoming library programs. Any items posted to these boards that are not produced by the library are subject to removal by staff without the owners' prior notification. The library does provide a Community Board space where materials not specifically related to the library may be promoted. The intent is to promote community services and activities that appeal to the general public and is not a place to promote "money making" activities (yard sales, etc). Staff will periodically monitor the Community Board space and can remove items without prior notice to ensure the area is not cluttered or inappropriate.

Photography & Videography

Patrons, regardless of their age, that are located on the property or using library facilities or services are not entitled to any privacy in the public areas of the library. Patrons may be photographed or videotaped without their knowledge or consent. The library is considered a public place, and thus the library is not permitted to restrict the filming or videography of the building by 3rd parties. Staff that are located on the property or in library facilities are not entitled to any privacy in the public areas of the library. Staff may be photographed or videotaped without their knowledge or consent. The staff of the library are doing public work and may be recorded doing so. Some areas of the library have an expectation of privacy. The following is a list of areas where filming or photographing may be restricted. This list is not all-inclusive and only contains examples of places where filming or photography may be prohibited.

- Restrooms
- Staff Offices
- Staff Only Areas
- Areas the public are not permitted.
- Closed door meeting rooms...
 - that were reserved by a non-public entity.
 - that are being used solely by staff for library purposes.
 - that are being used by staff in a manner that a personal office would be used.
- Executive Sessions of the Library Board of Trustees.

Library staff may take photographs and videos of people attending library programs and using library services. Images and videos taken by staff may be used on the library website, library social media, or in any other communication to the public. All images and video taken by library staff are used solely for the purpose of promoting library programs and services and none of the images will be used to generate a profit or for commercial purposes. No names or other identifying information will be used in these photographs or videos.

A library staff member must be notified if an individual does not wish to be photographed or recorded. Notification may be given at any time; however, the library will not be at fault for any photographs or recordings published prior to notification.

3rd parties that are taking images or video of library patrons or staff are requested to respect the wishes of those individuals that request not to be photographed or recorded. 3rd parties are under no obligation to respect those wishes, however.

The taking of video and images is prohibited where individuals have an expectation of privacy. Please see above. Any 3rd party taking video or images must abide by the behavior policy. The taking of videos and images grants no special privileges or access to the library. Staff workstations, desks, files, paperwork are prohibited from being photographed or filmed. Some of those files contain the personal identifiable information of patrons and staff and are thus protected.

Patrons using the computers may be looking at sensitive information on the computer screens, such as medical information, passwords, user-IDs, banking information, and similarly sensitive information. Taking images or video of this type of information is prohibited.

Meeting Room Policy

The Peabody Public Library has meeting rooms available for public use. While the library provides the space, all meeting room users are responsible for set-up, tear down, cleaning, and restoration of room to pre-use condition. While rooms are available for use by all groups, the library's business activities and needs take priority in all cases. Non-library group use is scheduled on a first come, first served basis and a signature is required to indicate the group agrees to the Liability Statement. There are multiple rooms and configurations of rooms available for reservation and use by the public. Rooms will only be available for use during library hours or at the discretion of the Director. The library charges groups for the use of rooms unless the group is a not-for-profit and provides proof of status. Rooms fees can be found in the [Fine and Fee Schedule](#).

Rooms available for reservation are:

- Auditorium 1, 2, and Stage
- Community Room A and B
- Computer Classroom

Rooms may be reserved in person, over the phone, or online up to one year in advance of the event. Individuals making a room reservation must be at least 18 years of age and provide government issued identification at the time of making the reservation or when signing the Liability Statement. Any associate fees must be paid within seven days of making the reservation and are non-refundable. Failure to pay will result in cancellation of the reservation.

Staff are responsible for the setup and takedown of in room partitions and blinds. Users are not permitted to adjust walls or blinds and must ask staff for assistance. Failure to comply with this rule may result in termination of reservation, refusal of future usage, and users will be responsible for any damage caused.

Users will also have access to audiovisual equipment that is already owned by the library. The AV needs must be requested at the time of reservation. Staff must assist in accessing equipment and the

setup/take down of the library owned equipment. Users are not permitted to alter, disconnect, or move equipment owned by the library and may already be in the space. The library is not responsible for storage, loss/damage of any personally owned AV equipment used within the meeting rooms. Users must contact staff with any questions. Use of AV equipment, either personal or library owned, may not be used for any purpose that is nefarious in nature or illegal and must adhere to the library's Computer and Network Security policy.

Rooms are not to be used for private events that interferes with normal library operations. By reserving a meeting room, one certifies that prohibited activities will not be part of the scheduled event. The library reserves the right to immediately terminate an event that is deemed to interfere with normal library operation and seek the assistance of law enforcement if needed to remove attendees. Examples of activities that would interfere with normal library operations include, but are not limited to:

- Loud amplified music
- Food preparation or substantial food service
- Restricting access to public use of restrooms
- Consumption of alcoholic beverages
- Unsupervised minors

Beverage and Food Restrictions

The use of alcohol beverages is not permitted in the Peabody Public Library nor on the Peabody Public Library grounds. No red, orange, grape or dyed drinks are permitted. All food and related refuse must be removed from the library premises immediately after the event by attendees. No food may be left or stored in the meeting rooms for future meetings. Any damage to Library property, including carpet damage due to dyed drinks, is the responsibility of the meeting room user and the library reserves the right to charge for needed professional cleaning repair.

Smoking

Smoking is neither permitted in the Peabody Public Library building nor within 8 feet of any door.

Responsibility of the users

- The library does not assume responsibility for the security of personal items.
- Individual groups are responsible for returning the meeting rooms to their original state.
- Groups will be responsible for turning off lights, utilities and moving trash bags to the dumpster.
- If there is a problem, the group should contact Library staff.
- Each group must furnish their own supplies and refreshments.
- If a room is divided and 2 groups are meeting at the same time, each group is expected to respect the rights and comforts of the other.
- It is the responsibility of the user to notify the library of cancellation of an event at least 24 hours in advance. Please remember that no refunds are issued.
- Failure to vacate the meeting rooms by the time specified in the reservation form will result in the loss of meeting room privileges.
- Use of long-lasting flames is prohibited. This does not apply to candles on a cake.
- Table decorations ONLY. Users are not permitted to adhere anything to the walls, ceiling, windows, AV equipment, or fixtures.

Liability clause

Applicants are responsible for any damage to facilities and equipment and for room clean up. Should an applicant damage the facilities and/or equipment of the Peabody Public Library, they will be responsible to pay for repairs and/or the cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.

Non-endorsement policy

- Publicity for a meeting of a non-library group must not be worded in a manner that would imply library sponsorship or endorsement of the group's activities.
- Groups may not use the library's address, phone number, FAX number as their own.
- A copy of any press release, handbill, or invitation referencing a library meeting facility must be placed on file with the library.
- Misrepresentation of these facts will result in the loss of meeting room use for the offending group.
- Local use only of the telephone services
- Any teleconferencing fees will be paid by the reserving group for non-library events.

Security

- If additional security is deemed necessary by the library, it is the responsibility of the reserving group to pay for it.
- For security purposes, exterior doors may not be propped open. If egress is needed to access the outside, see the Librarian in charge.

The library does not assume responsibility for personal injuries due to an act of God.