

Shaw Public Library Facility Policy

HOURS OF OPERATION

The Shaw Public Library maintains consistent, posted hours of service during which all services of the Shaw Public Library are available to patrons. Hours change seasonally, and are subject to change. Current (winter 2020) hours are:

Monday	<u>closed</u>
Tuesday	<u>10am-2pm</u>
Wednesday	<u>10am-5pm</u>
Thursday	<u>10am-5pm</u>
Friday	<u>10am-2pm</u>
Saturday	<u>10am-1pm</u>
Sunday	<u>closed</u>

The book drop is available for the return of all material during the hours the library is closed. Book drops are located by the Main Entrance on Lily Bay Road and by the Annex entrance near the Book Barn.

ORIENTATION/TOURS

The library offers orientation and tours of the facility for patrons of all ages. Such activities will be scheduled during regular operating hours. Scheduling should be done prior to need with the librarian.

MEETING ROOM POLICY

The Shaw Public Library has two meeting areas, one by the fireplace and one by the computers, with seating for up to 15 people. The primary purpose of this meeting area is support for library functions, meetings, and programs. The meeting area may, on occasion, be made available for use to members of the public. Organizations not affiliated with the Shaw Public Library may use the meeting room only when all of the following conditions are met:

1. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency.
2. The meeting takes place during regular library hours.
3. The meeting will not disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. The meeting is open to the public.
5. A resident of the library's jurisdictional area must make the reservation for the meeting room.
7. The organization assumes all responsibility for setting up and cleaning up the room.

DISPLAY SPACE

To meet the objectives of the library as a community resource center, the library offers display space to organizations engaged in educational, cultural, intellectual or charitable activities as space permits.

The following general guidelines apply:

1. Approval for posting of materials must be obtained from the library director.
2. First preference is given to the promotion and display of library events.
3. Posters and / or other printed materials promoting programs/ projects of a commercial or political nature will not be displayed or distributed.
4. Notices / posters with printed charges are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.
5. Items left without approval will be discarded without notification after 5 days.
6. Posting of notices does not imply endorsement by the Shaw Public Library.
7. The Shaw Public Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

EXHIBITS

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

SERVICE TO PATRONS WITH DISABILITIES

The Shaw Public Library offers the same services to patrons with disabilities as to all other segments of the population and welcomes service animals in the library.

EMERGENCY SITUATIONS

FIRE

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

MEDICAL EMERGENCIES

In the event of an ill/injured patron, library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call an ambulance if necessary.

PROBLEM PATRONS

All library patrons are expected to conform to the rules listed below. Persons violating these rules may be instructed by a person in authority to leave the building. Failure to leave as instructed constitutes trespassing.

1. Disorderly conduct is prohibited.
2. Physical abuse, assault on another person, or the use of abusive, insulting or threatening language to a person in the building shall be cause for removal of the offending party or parties.
3. Persons intoxicated from alcohol or other drugs will be advised to leave the premises.
4. Improper acts, which are subjected to prosecution under criminal or civil codes of law, are prohibited.
5. Smoking, and/or any sort of vaping are not permitted in the library.
6. Guide dogs for the physically disabled are admitted but other animals or pets are to remain outside the building.
7. Children younger than 14 years of age must be accompanied by an adult at all times. An effort will be made to contact the parents of unattended children. Children who are causing a disturbance will be dealt with as the need arises. Children remaining on the premises after closing time will be reported to the County Juvenile Officer.

Anyone known to have violated any of the above rules or anyone known to have habitually violated the law may be excluded from the library as a matter of administrative policy. The Greenville Police Department will be contacted in severe instances.

WEATHER EMERGENCIES

If dangerous weather is imminent, the Person-in-Charge will notify patrons and staff of weather conditions and invite them to take shelter in a location predetermined as the best shelter available.

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