

***LIBRARY POLICIES OF THE
COMMUNITY LIBRARY OF CASTLE SHANNON
BOARD OF TRUSTEES***

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Computer Policies

1. Fees

- Computer use is free.
- Printing charges apply.

2. Staff Assistance

- The library Staff will assist you to the best of their knowledge.

3. Supplies

- Earbuds
- CD's
- CD ROM

4. Security and safety

- An Internet filter, Net Sweeper, has been installed on all EIN computers

5. Donations and the Copyright Law

- The copying of programs owned by the Community Library of Castle Shannon for the purpose of installing them on another computer is stealing and a violation of the copyright law.

6. Laws

- Community Library of Castle Shannon concurs with Local, State and Federal Laws.

Library Equipment Policy **(Electronic and Non-Electronic)**

ORIGINAL DATE ISSUED: January 3, 2007

1. Rules for the Library's Electronic and Non-Electronic Equipment
 - May only be used in the Community Library of Castle Shannon.
 - May be operated with assistance of the Community Library of Castle Shannon Staff.
 - May be used only for Community Library of Castle Shannon sponsored events.

2. Requests for use of the Library electronic and non-electronic equipment outside of the Library will not be permitted.

Display Policy

It is a part of the Library's function to provide intellectual and cultural resources of the community. Exhibits may be planned to direct the public's attention to the materials and services of the Library itself, or may provide exposure to the work of artisans and collectors.

Exhibits in the Library are seen by anyone who walks into the Library, both children and adults who may have various degrees of sophistication. The materials of the exhibits must, therefore, meet what is generally known as "standard acceptable to the community."

The Library Director ultimately shall decide on the content and arrangement of all exhibits. Every item must meet the Library's standards of value and quality. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

All publicity materials relating to exhibits shall be submitted for approval by the Library Director.

Donation and Gift Policy

1. Within the provisions of the State Laws, the Board of Trustees adopts the following policies.
 - Books and other materials shall be accepted on the conditions that the Library Director has the authority to make whatever disposition he/she deems advisable.
 - Gifts of money, real property, and or stock shall be accepted. If any conditions are attached, they must be stated and/or explained in writing to the Board. Acceptance shall depend on the Board's decision to agree with these conditions.
 - Memorial books shall be ordered after receipt of the money from donors and suitable acknowledgements shall be sent to those concerned. Donated books shall not be accepted as a memorial.
 - The library shall not accept for deposit any materials which are not outright gifts.
 - Future memorial displays on Library building and grounds will be up to the discretion of the Library Director and input from Library Board of Trustees.

2. Friends of the Library
 - a. Definition
 - Individuals who are interested in assisting and promoting the library.
 - The group shall be organized apart from the Library and Board of Trustees, and have its own by-laws, officers, and organizational structure.
 - Friends of the Library work with the Library Director. However, they are to be regarded as a separate entity.
 - Friends have no role in the governance of the Library.

b. Functions

- Promote the use of the library in the community.
- Hold fundraisers throughout the year for the benefit of the Library.
- Sponsor special programs for the public and the Library.

CIPA ADDITION TO INTERNET POLICY

**Originally adopted May 6, 2004 at the Board of Trustees Regular Meeting
Updated September, 2021 by the Castle Shannon Library Board of Trustees**

1. The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. [Supreme Court decision: United States v. American Library Assn, Inc., No. 02-361 (June 23, 2003)] The Community Library of Castle Shannon complies with the requirements of CIPA.
2. All computers in the Community Library of Castle Shannon are filtered. Please be aware that filters are unreliable, at times blocking sites of legitimate informational or educational value, or allowing access to sites that are illegal, obscene, or sexually explicit within the meaning of 18 Pa. Cons. Stat. Sec 5903.
3. The Community Library of Castle Shannon uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Community Library of Castle Shannon.
4. Parents or legal guardians, and not the Library or its staff, are responsible for monitoring their children's use of the Internet and for the information selected and/or accessed by their children. The Library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use.

5. The Community Library of Castle Shannon computers cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, Pennsylvania, or local laws, including activities in violation of 18 Pa. Cons. Stat. Sec. 5903, which prohibits certain acts of public indecency.
6. Any adult (17 years of age or older) may request that the filter or technology protection measure be disabled without significant delay by a Community Library of Castle Shannon staff member authorized by the Library Director, consistent with the privacy policy of the Community Library of Castle Shannon.
7. An authorized Community Library of Castle Shannon staff member may override the filter or technology protection measure for a minor (age 16 years or younger) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate informational value.
8. Community Library of Castle Shannon cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.
9. Complaint Procedure:

Any patron who wishes to file a written complaint about the filtering software on the library computers may do so within thirty (30) days to:

1. The Library Director and/or the Library Board President
2. The Director of the Electronic Information Network
3. The Federal Communications Commission

Children's Internet Protection Act (CIPA) The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011. Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal. Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other

individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: • Access by minors to inappropriate matter on the Internet; • The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; • Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; • Unauthorized disclosure, use, and dissemination of personal information regarding minors; and • Measures restricting minors' access to materials harmful to them. Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding. • CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only; • An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes. • CIPA does not require the tracking of Internet use by minors or adults.

Library Operations Policies

I. Patron Registration

A. Residents of Allegheny County

The Contract with the Allegheny County Library Association (ACLA) and the Allegheny Regional Asset District Board (ARAD) calls for all libraries receiving funds from the Allegheny County 1% sales tax to offer the same free access to materials and services to all residents of Allegheny County. We also receive revenues from Allegheny County Table Gaming Funds.

- Card shall be issued free upon completion of application.
- Verify that the patron is not already registered in the EIN circulation database. Patrons are to have only one library card for all the libraries within Allegheny County.
- Applicant must show photo ID with current address within the borders of Allegheny County.
- Parent or guardian must sign for children under sixteen (16) years of age.
- Expiration of card is two years.
- No other individual may use another borrower's card.

B. Non-Residents of Allegheny County (Patron Registration cont'd)

- Applicant must show photo ID with current address.
- Verify that resident is not already registered in the EIN circulation database. Patrons are to have only one library card for use with all the libraries within Allegheny County.
- Applicant must show photo ID with current address within the borders of Allegheny County.
- Parent or guardian must sign for children under sixteen (16) years of age.
- No fees will be assessed on individuals who live within Pennsylvania and have a library card from their home municipality with an Access PA sticker.
- No other individual may use another borrower's card.
- Expiration of card occurs two years from date of issue.

C. Type of borrower's cards

1. Children's cards

- a. Shall be issued to any child under 16 years of age.
Application form must be completed and signed by parent or guardian responsible for all fees and fines associated with the card.

2. Adult card

- a. Shall be issued to anyone who has reached sixteen (16) years of age.
- b. Application form must be completed and signed by applicant.

D. Lost library cards

- a. Shall be replaced for the current fee.

II. Borrowing Procedures

A. Borrowing Limits

1. Each patron regardless of age may borrow per card
 - a. Unlimited number of books and library materials.

B. Loan Periods

- | | |
|--------------------------|---------|
| 1. Books | 3 weeks |
| 2. Books on CD/Playaways | 3 weeks |
| 3. Puppets/Kits | 3 weeks |
| 4. Magazines | 1 week |
| 5. Music CD | 3 weeks |
| 6. DVD * | 3 weeks |

*Children under the age of sixteen (16) may only borrow juvenile DVD's

C. Renewals

1. Any item may be renewed six (6) times unless there is an outstanding request for the title.
2. Materials may be renewed in person, by telephone or online.
3. Patron abuse of this policy should be brought to the attention of the Library Director.

D. Reserves (requests/holds)

1. Any circulating material in any ACLA member library may be placed on reserve with the exception of reference material.
2. Material may be renewed in person, by telephone or online.
3. The patron will be contacted by telephone or email when the item is available for pick up.
4. Items will be held for 7 days.

E. Returns

1. Library materials may be returned at the following places.
 - Circulation desk
 - Drop boxes at the front of Community Library of Castle Shannon
 - Any ACLA member library

F. Fines

1. Fines will be assessed for overdue items and materials on hold and will be charged as follows:
 - Books 10 cents/day-child (on child's library card and 25 cents/day-adult card
 - Books on Tape/ CD/Playaway 10 cents/day child; 25 cents/day adult
 - Magazines 25 cents/day child & adult
 - Music CD's 25 cents/day child; 25 cents/day adult
 - Puppets & Kits 25 cents/day child; 25 cents/day adult
 - DVD and Video Games \$1.00/day child & adult
2. Overdue fines will not be charged on days when the library is closed.

G. Late Notices/Billing

1. Two overdue notices will be generated and sent to the patron by the eiNetwork using mail, email or telephone.
2. If the materials are not returned, a bill is then generated by the eiNetwork and sent to the patron.

H. Fine Threshold

1. A patron is considered delinquent if his/her fines exceed \$5.00.

2. Borrowing privileges and computer privileges will be suspended at all ACLA member libraries until the total fines are brought below \$5.00.

I. Maximum Fine per Item

1. The maximum fine shall not exceed the current replacement cost of the item.
2. If the item is out of print, the fine shall not exceed the current average cost of a similar item in the same format.
3. The replacement cost for lost or damaged items is determined by using the cost in the circulation book system.

J. Processing Fee

1. The library will charge a processing fee of \$5.00 for lost items.

K. Confidentiality of Library Records

1. In accordance with Pennsylvania Act 1984-90, Section 428, records related to the circulation of library materials and other records identifying individual patrons or library usage will be considered confidential in nature and made available only by a court order in a criminal proceeding.

III. Miscellaneous

- A. Phone calls – Patron use of the Library’s phone will be at the discretion of the Library Director or Staff.

B. Cell Phone

Cell phones must be muted or on silent mode in the library per discretion of the Library Director or Staff.

C. Volunteers

1. Volunteers shall be accepted if the library can benefit from such services.
2. Volunteers must agree to abide by the policies of the Board.

D. Days and Hours of Operation

1. Sunday Closed
Monday 10:30am-7:30pm
Tuesday 10:30am-7:30pm
Wednesday 10:30am-4:30pm
Thursday 10:30am-7:30pm
Friday 10:30am-4:30pm
Saturday 10am-5pm
2. The library is closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Easter Saturday and Easter Sunday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day, New Year's Eve.

LIBRARY STANDARDS OF ACCEPTABLE BEHAVIOR

Voted on and passed by the Community Library of Castle Shannon Library Board of Trustees September, 2021

Welcome to the Community Library of Castle Shannon. In order to serve you in the very best manner, certain guidelines of acceptable behavior have been established. The Library Board of Trustees wants to ensure an environment that is conducive to library use while maintaining a safe and pleasant building.

Behavior becomes unacceptable when it impinges on the rights of others and exhibits a disregard for a patron's privacy and presence. Any behavior that could result in injury, damage to the facility, equipment or materials will not be tolerated.

To guarantee the rights of all patrons, persons with unacceptable behavior will be told to correct their behavior or leave the library facility. Police will be called if there is not compliance and violations of conduct will be recorded.

The library is an institution serving the public with books, information and programs in a variety of formats. We believe this is achieved by providing customers with a safe, clean and orderly environment.

Unusual incidents that disrupt the Community Library of Castle Shannon are to be recorded and tracked. It is the policy of the Community Library of Castle Shannon that all incidents of a criminal, disruptive, or dangerous nature be reported on an Incident Report and forwarded to the Library Director.

Examples of Unacceptable Behavior:

- Unruly/abusive behavior
- Excessive noise
- Obscene language
- Eating, Drinking, or using tobacco products
- Loitering in the library building or on its grounds
- Verbal, Sexual, or Physical harassment of other library users or Library staff
- Leaving young children unattended
- Soliciting in the library building or on its grounds
- Abuse or vandalism of library facilities, materials, equipment, elevator and handicap doors
- Theft of library materials or equipment
- Circumventing or attempting to circumvent the library security system
- Tampering with, altering, or damaging computer hardware and/or software
- Public displays of affection
- Using rollerblades, skateboards or other sports equipment in the library or on library property

- Bringing in animals other than guide dogs and other assistive animals except as authorized by the Library Director
- Any unlawful behavior and any other behavior that unreasonably interferes with the use of the library by other persons
- Using the Internet for purposes other than those outlined in our Internet policy

5503 Disorderly Conduct—as stated in the Pennsylvania State Crime Code:

(a) Offense defined—A person is guilty of disorderly conduct if, with intent public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:

- (1) Engages in fighting or threatening, or in violent or tumultuous behavior;
- (2) Makes unreasonable noise;
- (3) Uses obscene language, or makes an obscene gesture; or
- (4) Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose to the actor.

(b) Grading—An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if he/she persists in disorderly conduct after reasonable warning or request to desist. Otherwise, disorderly conduct is a summary offense.

DISORDERLY CONDUCT CONT'D

(c) Definition—As used in this section the word “public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, any neighborhood, or any premises which are open to the public.

INCIDENT REPORT

The Library Staff is to fill out an incident report immediately and advise the Library Director if any patron is in violation of the Library Code of Conduct.

Date: _____

Time: _____

Library Staff Member’s Name: _____

Witness to incident: _____

Address: _____

Phone: _____

Witness to incident: _____

Address: _____

Phone: _____

Name of Patron in violation: _____

Address: _____

Phone: _____

ISSUE: (EXPLANATION OF VIOLATION)

(Use the back of the paper if necessary)

POLICY: UNATTENDED CHILDREN
ORIGINAL DATE ISSUED: FEBRUARY 2, 2006
Reviewed and updated by the Community Library of Castle Shannon Library
Board of Trustees, September 2021

PURPOSE: To address the safety and well-being of minors in the library.

STATEMENT OF POLICY

1. The Library is not responsible for the safety or well being of any patron beyond the extent reasonably expected of a public facility.
2. The Library staff is not responsible for any unattended minor except for those attending after school programming.
3. The Library staff is not responsible for preventing a minor from leaving the Library.
4. Parents or legal guardians are responsible for the conduct of their minors (under 16 years of age) in the Library or on Library grounds, regardless of whether they are accompanying their children or not.
5. Minors attending Library programs are, for the duration of the program only, considered to be supervised by Library staff and thus are unattended.
6. The accompanying adult is responsible for minors under the age of ten (10) while in the Library or on Library property and may not leave minors under the age of ten (10) unattended in the Library.
7. The Library staff will deal with minors left at closing who are too young to go home alone safely by calling the police if the parent or legal guardian cannot be located, and by having two staff members remain with that minor until the police arrive. This includes minors below the age of twelve (10) or who are older but appear to need staff help.

MATERIAL SELECTION POLICY OF THE COMMUNITY LIBRARY OF CASTLE SHANNON

Revised – September, 1988
Reviewed and updated September, 2021

A major objective of the Community Library of Castle Shannon is to provide a quality collection of books and related materials of cultural, educational, informational and recreational content to serve all residents of the community.

The needs and interests of the residents shall be a primary importance in the acquisition of materials. The library's collection shall not reflect the preferences of the Librarian or any particular group. Periodic assessment of changing needs as result of the community growth shall occur.

All borrower requests shall be considered, and purchase shall be governed by the potential for general use.

In the selection of reference and non-fiction materials, high standards of quality shall be met in content, expression and format. Factual accuracy, effective expression, significance of subject, durability of paper and binding, and legibility of print shall be factors in determining quality.

In service to students, an attempt shall be made to provide material designed to complement the resources of the school libraries, based on information received through successful establishment of systematic cooperation and communication with the schools and within the limitations of the budget.

The selection of fiction shall be based principally on the following guidelines: The work must have a sound plot, show development of character, have style, and as nearly as can be judged, be a lasting contribution to literature. The collection of classics, semi-classics and standard works shall be expanded. The demand for current popular books will be met as budget permits. Purchase of such books shall be governed by assessment of their lasting value to the collection in continued use.

The library does not promote particular beliefs or views. All sides of controversial issues will be represented. No selection or rejection shall be based on religious, political, racial or moral bias of a person or group, staff or public. The Library Board has endorsed and adopted as policy, the Library Bill of Rights of the American Library Association and Freedom to Read Statement as prepared by the American Library Association and the American Book Publishers Association which is displayed in the library.

A disputed title shall not be automatically removed from the shelf because of a patron's complaint. The patron should ask the Library Director for the form entitled "Citizen's Request for Reconsideration of a Book". Upon completion of the form the patron should return it to the Library Director. The Library Director shall make a decision or consult with the Board concerning a ruling. Decisions for removal of a book shall be made only by vote of the Board after full review of the complaint form completed by the patron. The Board firmly believes in the right of parents to provide guidance in the moral and character development of children and young adults. Decisions on the influence which reading habits exert on such development should be made by the parent according to his own individual conviction. It is expected that parents will exercise this responsibility by supervising their children's selections. The Library Director and Board cannot properly assume this responsibility. However, constructive criticism of the collection by the public shall be welcome and suggestions for improvement considered.

The library shall endeavor to secure all current available free material, such as Federal and State government publications.

The library shall also endeavor to secure material on local history and information on current local government codes and ordinances.

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK
(Reviewed and updated September, 2021)

Author _____

Title _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____

Complainant represents _____

1. To what in the book do you object?

Language _____

Historical, factual, scientific distortion _____

Specific passages (cite) _____

General tone of the work (explain) _____

Attitude or intent of the author (explain) _____

2. What do you feel might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. Is there anything good about this book? _____

5. Did you read the entire book? _____
What parts? _____
6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book? _____

8. What would you like the library to do about this book? _____

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature of Complainant

Date

**BOROUGH OF CASTLE SHANNON
COMMUNITY LIBRARY OF CASTLE SHANNON
3677 MYRTLE AVENUE
CASTLE SHANNON, PA 15234
PHONE (412) 563-4552
FAX (412) 563-8228**

GUIDELINES FOR USE OF LIBRARY MEETING ROOM

Castle Shannon Library provides meeting space for library programs and for other meetings/activities of an informational, educational, cultural, or civic nature. The library meeting room is available to the community consistent with the library's mission to enrich the lives of our community in a safe environment for education, access to technology, programs, and recreational services.

Use of the facility by other groups or individuals **is allowed upon permission and discretion of the Library Director.** when not needed by Library or Library-related activities, programs, and meetings and when such use does not interfere with or disrupt the programs, activities and normal operations of the Library, or cause a security risk or safety hazard to Library staff, property or patrons.

- 1. USE** Use of the meeting room is free of charge to non-profit, civic, social, cultural, educational, and governmental organizations, as long as the meetings or programs held complement the mission of the library, are open to the public, are free of charge, and are not held with intention of generating revenue. The Meeting room cannot serve as a permanent or regular public meeting location for any non-Library or non-Library related group.
- 2. FEE** Donation.
- 3. REVIEW** All applicants for room usage will be reviewed. Library meeting rooms may be reserved only by a card-holding user of any public library in Allegheny County following submission of the written application.
- 4. ALCOHOL** No alcoholic beverages are permitted on the library premises.
- 5. SMOKING** Smoking is not permitted.
- 6. PROPERTY** Handle all chairs and tables with care. Damage to library property will result in an assessment of the cost to repair or replace. All rooms including rest rooms should be left in a neat and orderly

manner. Ovens and refrigerators should be cleaned and cleared of all food.

- 7. SET-UP** Set up and take down is the responsibility of the group using the room. Set-up is 15 minutes after opening of the library and 15 minutes before the closing of the library.
- 8. RECYCLING** Castle Shannon is a recycling community. All cans, bottles, and plastic must be separated. Please use marked containers.
- 9. TIME** The room is available only during library hours of operation.
- 10. EXIT-AISLE** When setting up chairs and tables, provide adequate aisle space to door for emergency exit.
- 11. 911** Call 911 for the Fire Department, Police and Medical Rescue Team South.
- 12. FOOD** Do not leave any food items in the refrigerator. Take food with you when you leave. Food left will be disposed of.
- 13. UTENSILS** You must provide your own plates, cups, utensils, paper products (excluding toilet paper), pots and pans, etc.
- 14. TRASH** After your meeting, please leave trash in containers in the kitchen.
- 15. PARKING**

The following guidelines regarding parking areas around the library are designated to provide parking access for the staff, volunteers, patrons, and the handicapped. Please see that members of your group are aware and follow these rules.

The parking lots at the rear of the building are available for your use as well as for the patrons of the library. Parking is not permitted in the parking areas along Locust Street; these spots are reserved for library patrons only. **Do not park on Myrtle Avenue.** Drivers who disregard these rules will have their vehicles ticketed or towed by the Castle Shannon Police.

REASON FOR FORFEITURE

Property damage.
Use of room other than what is herein approved.

Community Library of Castle Shannon
Meeting Room Reservation Form

It is your responsibility to familiarize yourself with the library's Guidelines for Use of the Meeting Room to ensure your meeting qualifies to be held at the library. The library does not charge for the use of the program room; we do, however, welcome donations from groups using the room. You may return this form in person or mail it to: Community Library of Castle Shannon 3677 Myrtle Avenue Castle Shannon, PA 15234

Organization/Individual Information

Organization/Individual's Name _____

Mailing Address _____

City, State, Zip _____

Contact Person _____ **Title** _____

Phone Day _____ **Evening** _____

Email _____

Event Information

Event Date(s): _____

Start Time: _____ **End Time:** _____

Title and description of event: _____

Estimated Attendance: _____ **Children** _____ **Adults**

Proposed format (circle one): Lecture Discussion Group Workshop

Other (specify) _____

Refreshments Provided _____ **YES** _____ **NO**

Library staff is not available to assist with meetings.

ROOM WILL BE OPEN 15 MINUTES AFTER THE LIBRARY OPENS AND 15 MINUTES BEFORE CLOSING

It is hereby understood and agreed that the Borough of Castle Shannon will make available facilities owned and maintained by said Borough, and that I/we the undersigned, acting on behalf of all participants, hold harmless the Borough of Castle Shannon and the Community Library of Castle Shannon and their officials, agents, employees and volunteers, from and against all claims for injuries to our program participants or invited spectators resulting from the authorized use of these Borough facilities.

It is understood that I/we accept this condition in return for use of the facilities on the days and times made available.

I have studied and agree to follow the attached Guidelines. I agree to assume responsibility for any damage, and to leave all rooms in a neat and orderly condition.

I understand that the meeting room may not be used for sales, solicitation, profit of a business or other commercial purposes.

I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Community Library of Castle Shannon Meeting Room Policy, and hereby acknowledge receipt of a copy of said policy.

I AM NOT CHARGING A FEE OR BEING CHARGED A FEE FOR THE ACTIVITY TAKING PLACE IN THE LIBRARY MEETING ROOM.

DATE _____

SIGNATURE OF APPLICANT _____

LIBRARY CARD BARCODE _____

APPROVAL FORM – This portion of the Application Form will be mailed to you or given to you personally when your request for room rental is approved.

This application is approved for use of the Meeting Room on the date of _____ for the meeting described.

APPROVED SIGNATURE _____ **DATE** _____
Authorized Signature

