

## Building Use By Community Groups Policy

### Policy Statement

The Harrison Township Public Library has come into existence under unusual circumstances in which community groups will continue to hold meetings in the one large room housing the entire library. We anticipate a harmonious sharing of the building with a mutual respect between the library and those community groups still meeting in the building. However, having members of the public entering and using the building during times the library is closed poses a potential threat to the security and safety of all library property and a compromise to the confidentiality and privacy of all library records. The following policies must be carefully observed by all members of community groups meeting in the library building.

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### Regulations

1. All people attending meetings in the library while it is closed must refrain from using, removing, or in any way disturbing any of the library's entire collection of circulating materials, including books, video cassettes, CDs and DVDs.
  2. All people attending meetings in the library while it is closed must refrain from using, removing, or in any way disturbing any of the library equipment, including computers, printers, copy machine, fax machine, file cabinets, signs, posters, decorative objects, and office supplies.
  3. All people attending meetings in the library while it is closed must refrain from going behind the circulation desk or into office areas and refrain from opening any drawers, cabinets or storage areas.
  4. All people attending meetings in the library while it is closed must leave the premises in the same condition in which they found it before their meeting.
  5. In the event that any community group using the building violates any of the above policies, the library will request that township administration shall deny any further use of the building by that group.
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Approved: August 24, 2009  
Harrison Township Public Library Board of Trustees