

Subject: Use of Meeting Rooms
Effective: June 2003
Revised: September 2017

1.0 PURPOSE

The intent of this policy is to set standards for the community use of meeting and study rooms located in public and public-school libraries when these rooms are not required for library purposes.

2.0 APPLICATION

This policy applies to:

- individuals, as well as community groups and organizations who wish to use library meeting rooms and study rooms; and
 - staff of the New Brunswick Public Library Service (NBPLS).
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3.0 DEFINITIONS

Library refers to the physical facilities provided for under the [New Brunswick Public Libraries Act](#).

Meeting Room refers to a large room that may be booked by community groups and organizations. As per local procedures, fees may be charged.

Study Room refers to a small room that may be booked for the purposes of tutoring, quiet study or research, at no charge, by a small group or an individual.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

A municipality (or an association of persons acting as a municipality) under the Act is responsible for providing and maintaining their library facility, which includes meeting or study rooms located in the library. Accordingly, the local public library board may establish procedures governing the use of its meeting rooms, which may include fees.

For more information about the responsibilities of public library funding partners, see NBPLS [Policy 1005 – Establishment of Public and Public-School Libraries: Appendix B1: Roles and Responsibilities in the Public Library Partnership](#).

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5.0 GOALS / PRINCIPLES

NBPLS upholds the [Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries](#) and [La charte des droits du lecteur](#) adopted by the Association pour l'avancement des sciences et des techniques de la documentation.

Where library facilities permit, meeting and study rooms are made available to the public to support community development, education and lifelong learning.

6.0 REQUIREMENTS / STANDARDS

6.1 GENERAL

- 6.1.1 In consultation with the Regional Director, local boards are responsible for preparing local procedures for the use of meeting rooms, which may include fees.
- 6.1.2 The use of library meeting and study rooms must not interfere with the normal operations of the library. The safety of library patrons and staff must be the primary consideration when making available library meeting rooms to the community, and when booking study rooms.
- 6.1.3 Meeting and study rooms are available during the library's hours of operation. After hours use of meeting rooms can only be made at locations where the meeting room has separate entrances, offering no access to the library.
- 6.1.4 All aspects of the use of library meeting rooms or study rooms by the community must be for legal activities and must meet the requirements of the Office of the Fire Marshal.
- 6.1.5 Tobacco use is prohibited in public and public-school libraries under the Province's Non-Smoking Policy [AD-2704](#) and [Policy 702 - Tobacco-Free Schools](#).
- 6.1.6 Meeting and study rooms are first provided for library and library-related programs and events. After these needs are met, the rooms are available to individuals, groups and organizations in accordance with this policy and local public library board procedures. However, priority will be given to non-profit groups of an educational, recreational, cultural, philanthropic or civic nature.

- 6.1.7 Libraries must not exclude any individual, group or organization engaged in a legal activity based on the subject matter to be discussed or based on the ideas the person, group or organization advocates.
- 6.1.8 In accordance with [Policy 1015 - Selling and Soliciting in the Library](#), products or services may be advertised, solicited or sold in meeting rooms located in the library or meeting rooms managed by the library.

6.2 MEETING ROOMS

- 6.2.1 Fees may be charged for the use of meeting rooms in accordance with local public library board procedures.
- 6.2.2 In public libraries, requests to permit alcoholic beverages or games of chance (e.g., bingos, lotteries) in meeting rooms must be approved by the library employee in charge, in consultation with the local public library board, and only on condition that a copy of any applicable licence is submitted to the library employee in charge prior to the event.
- 6.2.3 In accordance with [Policy 407 - Community Use of Schools](#), requests to permit alcoholic beverages or games of chance (e.g., bingos, lotteries) in a public-school library meeting room located in a school must be forwarded by the library employee in charge to the School District Superintendent for approval. The copy of the applicable licence must also be forwarded to the Superintendent prior to the event.
- 6.2.4 Libraries must post a permanent notice near the meeting room as outlined in Appendix A.

6.3 STUDY ROOMS

- 6.3.1 Study rooms are available for free to individuals and not-for-profit organizations for the purposes of tutoring, quiet study or research. **Any for-profit business that charges a fee for tutoring or for any other service has the option to request a meeting room which may involve a fee.**
- 6.3.2 Libraries may develop procedures for booking study rooms based on local needs, such as whether study rooms may be reserved, or whether they are available on a first come, first served basis, except in the case of students who are writing exams that are proctored by library staff. For

more information on libraries proctoring exams, see NBPLS [Policy 1078 – Proctoring Exams](#).

- 6.3.3 Individuals wishing to use a study room must sign in. Local libraries can determine the maximum length of each booking depending on local needs.
- 6.3.4 Study rooms shall be left in clean and tidy condition, ready for the next user.
- 6.3.5 If a study room is left unattended for more than 15 minutes, the study room will be considered vacated and will be made available for other bookings.

7.0 GUIDELINES / RECOMMENDATIONS

The library employee in charge and the local public library board may wish to use the provisions outlined in Appendix B and Appendix C to formulate meeting room user agreements.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

[Administration Manual System Policy \(AD-2704\) – Non-Smoking Policy](#). Government of New Brunswick.

[Statement on Intellectual Freedom and Libraries](#). Canadian Federation of Library Associations.

[La Charte des droits du lecteur](#). Corporation des bibliothécaires du Québec.

[Policy 407 – Community Use of Schools](#). Department of Education and Early Childhood Development.

[Policy 702 – Tobacco-Free Schools](#). Department of Education and Early Childhood Development.

[Policy 1005 – Establishment of Public and Public-School Libraries. Appendix B1: Roles and Responsibilities in the Public Library Partnership](#). New Brunswick Public Library Service.



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[Policy 1015 – Selling and Soliciting in the Library.](#) New Brunswick Public Library Service.

[Policy 1078 – Proctoring Exams.](#) New Brunswick Public Library Service.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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