

DOWNTOWN • 610 Quincy St. Rapid City, SD 57701 • (605) 394-6139 or (605) 394-4171
NORTH • 10 Van Buren St. Rapid City, SD 57701 • (605) 716-4098

Date: December 12, 2016
To: RCPL Board of Trustees
From: Maryanne Rohrer, Policy Committee
Re: Meeting & Study Room Policy

Date: December 12, 2016
To: Maryanne Rohrer, Policy Committee
From: Jim McShane, Library Director
Re: Meeting & Study Room Policy

Motion: Move to approve changes to the Meeting & Study Room policy clarifying the purpose of library meeting & study rooms and updating the requirements for use.

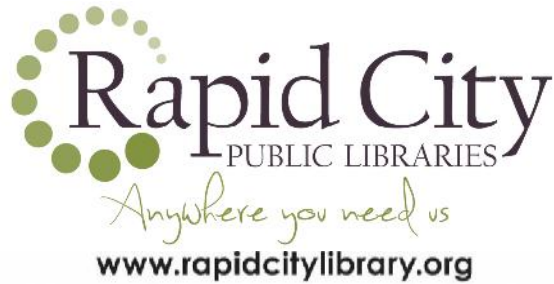
Background:

The changes to the Meeting & Study Room and Loan periods, Fines and Fees policies were made after suggestions were provided by the City Attorney's office clarifying the purpose of the library's meeting rooms based on other local organizations. These changes included the terminology for community groups vs. private interest and for-profit groups. The section on priorities was renamed and priorities for scheduling were dropped in favor of the first come, first serve model already being employed. In practice, the library has never cancelled a non-library group in favor of another non-library group. Several sections of the document were not altered, but moved around to make the document more easily understood.

In addition to the above changes, the policy has also been updated to allow meeting room use starting at 7:00 a.m. Monday through Thursday and to restrict groups that repeatedly reserve rooms then fail to use them. The library has been successfully allowing groups to utilize library spaces after hours since June 2014. Following another request for meeting room use prior to opening, the library did a second investigation into the impact of allowing groups to use the rooms at these times.

Staffing concerns were noted in 2014 as the reason to deny access prior to 9:00 a.m. These concerns have been mitigated by a different facilities staff schedule and by proposing a new requirement for a minimum of 7 days of notice to reserve after or before hours meetings. Facilities staff are routinely scheduled in the building starting at 6:00 a.m. Management staff and IT personnel are also often in the building by 7:00 a.m. Lastly, seven days of notice allows for time to adjust schedules and ensure that staff are here whenever meetings are occurring.

The change to the policy allowing library staff to restrict groups that repeatedly reserve rooms then fail to use them is intended to discourage over-scheduling.



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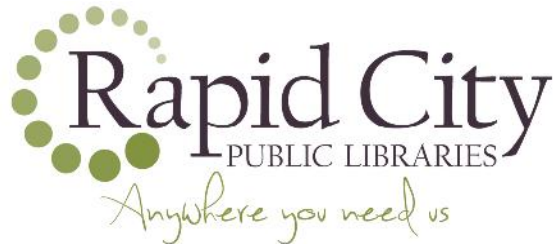
Policy Text:

~~The Rapid City Public Libraries is a public institution whose~~ The primary purpose of the Rapid City Public Library meeting and study rooms is to provide access to educational, cultural, civic, and recreational meetings, programs, and activities to the general public. All rooms are available on a first come, first serve basis. The intent of this policy is to make the library's meeting and study rooms available on as equitable a basis as possible.

Meeting rooms at the downtown library may be scheduled between 9:00 a.m. and 9:00 p.m., Monday thru Thursday and 9:00 a.m. and 7:00 p.m., Friday thru Sunday; meetings that occur outside of regular library hours require one week of advance notice and will be charged a fee as defined in the Loan Periods, Fines and Fees policy per meeting to be paid in advance. **Allow sufficient set-up and clean up time when scheduling rooms.**

~~In making meeting and study rooms available, the Library Board has set the following priorities~~ Guidelines Regarding Which Groups May Use Meeting and Study Rooms:

- ~~First priority is granted to~~ library sponsored or co-sponsored programs. s
- The library reserves the right to deny use of a meeting room if the room is needed for ~~library or civic purposes.~~ Organizations will be given advance notice of the library's intent to deny use provided they have up to date contact information.
- ~~Community groups providing~~ **Second priority** ~~educational, cultural, civic and recreational~~ community cultural, educational, charitable or civic events, programs and activities open to the public or benefitting the public will not be charged an hourly fee, but are still required to pay the fee for events occurring outside of regular library hours.
- ~~Third priority~~ study groups, or small free classes (such as exercise, crafts, chess clubs, etc.)
- ~~Fourth priority~~ Private interest groups and for-profit organizations are allowed to use the library's meeting space, but ; an hourly fee will be charged to for-profit groups, as outlined in the ~~Loan Period and Fine and Fees policy~~ Loan Periods, and Fines and Fees policy.
 - Private interest groups and for-profit organizations are generally defined as of benefit to only those people in attendance.
 - The library director, assistant director, or director's designee may make a determination as to this status if that status is in dispute.
- ~~Refunds for cancelled meetings will be made only if the library is given at least seven (7) days' notice of the cancellation~~
- ~~No groups may sell products or services on the library premises. Groups may not charge a registration fee.~~



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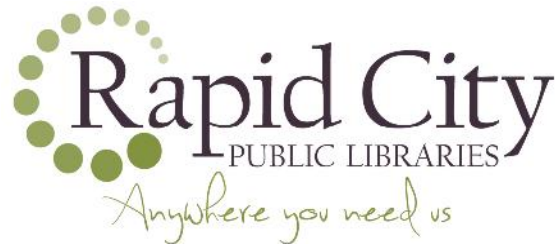
~~The library's study rooms may be scheduled up to two hours per day by any individual or group of four or less, with the possibility of an additional two-hour extension if no other patrons are waiting to use the study rooms. The same criteria apply to study rooms as to the meeting rooms.~~

~~No products, services, registrations or memberships may be advertised, solicited, or sold. No personal use shall be permitted such as weddings, receptions, parties. However, at the discretion of the Library Director, the following will be permissible at library initiated programs:~~

- ~~• Fund raising to benefit the Library and sponsored by the Friends of the Library, the Rapid City Library Foundation or other library-related groups~~
- ~~• The sale of books and other items as part of a library program~~

Basic Guidelines for All Groups Using the Meeting and Study Rooms:

- The library reserves the right to limit the frequency of use of the meeting and study rooms by any one group, to best accommodate the many requests.
- All library policies must be followed; failure to do so will jeopardize future use of the meeting room.
- ~~• Meetings scheduled under the Meeting Room Policy are open to the public~~
- The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.
 - Groups using a meeting room should clearly indicate who is sponsoring the event in their advertisements and news releases.
- The group or individual using the room is responsible for all necessary set-up and clean up.
 - Damage to the premises, equipment or furnishings will be charged to the group or individual responsible.
- ~~• No products, services, registrations or memberships may be advertised, solicited, or sold. No personal use shall be permitted such as weddings, receptions, or parties. However, at the discretion of the Library Director, the following will be permissible at library initiated programs:
 - Fund raising to benefit the Library and sponsored by the Friends of the Library, the Rapid City Library Foundation or other library-related groups
 - The sale of books and other items as part of a library program~~
- ~~• The library's study rooms may be scheduled up to two hours per day by any individual or group of four or less, with the possibility of an additional two-hour extension if no other patrons are waiting to use the study rooms. The same criteria apply to study rooms as to the meeting rooms.~~
- At least a 24-hour notice must be given for any cancellations



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- [Failing to cancel or utilize a reserved room three or more times in any one year period may result in the loss of meeting room privileges as determined by the Library Director, Assistant Director, or Director's designee.](#)
- [Refunds for cancelled meetings will be made only if the library is given at least seven \(7\) days' notice of the cancellation.](#)

The following equipment is available for use in the meeting rooms with advance notice: Computer, computer projector, telephone.

Revised [April 13, 2015](#)~~December 12, 2016~~

Previous revisions: [April 13, 2015](#), July 14, 2014; May 12, 2014; August 12, 2013; April 2013; reviewed December 2012