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4. LIBRARY FACILITIES

4.1 SECURITY

The library uses live and recording security cameras to help ensure the safety of its staff and patrons. By renting library space the renter understands that security recordings are taking place and may be used internally or by law enforcement if necessary, as determined by management.

4.2 USE OF LIBRARY SPACE FOR TEMPORARY DISPLAYS / EXHIBITS

DEFINITIONS:

DISPLAYS: Visual promotions of library materials or events created by staff.

EXHIBITS: Visual creations from an external party hosted by the library.

The Library welcomes applications seeking to display artwork on Library property. The Library strives to create a welcoming environment for visitors of diverse ages and backgrounds. The objective of this policy is to provide space which reflects the diverse cultural interests of the community and which foster community and individual expression.

The exhibit space enables Library visitors to participate in the creative life of their community, and presents community artists with a valued avenue for exhibiting their work locally. The Library retains the right to determine the suitability of any proposed exhibit for display and has final authority over the review, selection and arrangement of all public exhibitions on its premises.

Morinville Community Library will provide space for displays and exhibits:

- that are responsive to the diverse interests of the community;
- that are compatible with MCL's Plan of Service goals and objectives;
- that are appropriate to the library environment;
- that are not in contravention of federal or provincial laws and regulations, or municipal by-laws;
- that do not contain advertisements or solicitations for recruitment, business or fundraising.

Morinville Community Library imposes the following limitations:

- The Library will not provide staff time to set up or take down the display or exhibit.
 - All display equipment must be provided by exhibitor and be approved by management; nothing attached or damaging to the library facility or equipment.
 - No access to the library outside of operational hours.
1. Decision on the concept and contents of the exhibit shall be at the discretion of the management and subject to available space. In the event that the whole or any part of

a display or exhibit is rejected by the management a request to reconsider may be submitted to the Board, whose decision shall be final.

2. Exhibits are unsupervised and are accessible to the public throughout library open hours, except when the space is required for library purposes.
3. MCL welcomes written applications for displays or exhibits by having approved exhibitors sign **Form 4.2 Exhibit Agreement**. All exhibits must be presented appropriately for public display and exhibitors are advised all displays are left at the owner's risk.
4. The library's bulletin board is reserved for library promotion. Public service announcements of interest to the community shall be kept in the community information binder.

4.3 LIBRARY TELEPHONES

1. The library telephone is for library business use and shall not generally be available to patrons for incoming or outgoing personal calls.

4.4 CANVASSING FOR DONATIONS

1. Recognized non-profit, public service or charitable organizations may be permitted to use the library facilities for canvassing for donations. It is the Board's intent that such canvassing would normally be in the form of a static display, rather than in the form of in-person solicitation for funds.
2. Decisions on the canvassing or solicitation for donations shall be at the discretion of the management. In the event of rejection a request to reconsider may be submitted to the Board, whose decision shall be final.

4.5 FACILITY RESTRICTIONS

1. The library is a non-smoking, non-vaping smoke/vape/scent free environment with the exception of cultural practices.
2. Alcohol consumption is not permitted in the library except under special arrangements to be discussed with library management and with proof of a valid liquor license.
3. Eating and drinking is restricted to the non-carpeted areas of the library during regular hours.
4. Use of items such as rollerblades, skateboards, scooters or other recreational transportation is prohibited.

In the event of cultural practices involving smoke or scents the library staff will post signs to advise patrons.

4.6 REPAIRS & MAINTENANCE

1. Library Management shall be responsible for the contracting of janitor services, repairs and maintenance of library furnishings and equipment.

2. Library management shall contact the Town of Morinville for building repairs and maintenance.

4.7 BOOKMOBILE LIBRARY OPERATIONS

The Bookmobile program was developed as a mobile way to provide literacy materials and activities to everyone.

1. A driver's abstract and proof of appropriate license must be provided prior to being allowed to drive the van with the abstract reviewed periodically.
2. The van will be driven for library purposes only.
3. The passenger must be an employee or volunteer of the library on library business.
4. It is the responsibility of management to keep the vehicle in good working operation with regular maintenance and to ensure the vehicle is winterized.
5. Staff will ensure the gas tank is refilled when tank is at half full.
6. Library Director will ensure the insurance is up to date.
7. a) Staff: no smoking within 5 meters of the vehicle.
b) Public: no smoking within the service area; guidelines will be posted.
8. It will be the driver's responsibility to pay any imposed fines.
9. In case of an accident follow directives as shown on personal registration and contact management.

PROCEDURE

****GUIDELINES DUE TO VEHICLE NOT NECESSARILY BEING DRIVEN EVERYDAY.**

Monday morning and Friday evening the driver must do a walkabout using the **Form 4.7A Bookmobile Driver's Inspection Checklist** located in the vehicle. A reminder will be placed on the vehicle windshield.

Specific trip information, as well as any damage, is to be reported on the **Form 4.7B Bookmobile Scheduled Visits** located in the vehicle.

APPROVED BY BOARD

REVIEW Date: _____

Board Chair Signature

Date

LIBRARY FACILITIES APPENDIX 4A

FORM 4.2 - EXHIBIT AGREEMENT

Date of Application: _____

Name of Artist or Group: _____

Name: _____

Address: _____

Telephone: Home: _____ **Cell:** _____

Email: _____

Description of Exhibit:

1. Requested Date(s) of Exhibit:

Option 1 _____ **to** _____

Option 2 _____ **to** _____

**Exhibits not dismantled within the approved timeframe will be removed without any assumption of risk by library staff. All works will be disposed of if not claimed within one (1) week of removal.

Set-Up Date: _____ **Dismantle Date:** _____

Name of Insurance Company: _____ **Policy #** _____

**Exhibitors are responsible for obtaining insurance for their works against damage or theft and must sign a waiver relieving the Library of responsibility. The Library will not be responsible for the security of an exhibit. Exhibitors relinquish any claim for loss or damage to artworks in whole or in part against the Morinville Community Library.

WAIVER

I _____ acknowledge I do not have an insurance policy and as a result my display is not covered from possible damages.

The person signing this contract must be eighteen (18) years of age or over and by signing this contract, understand and agree to abide by the terms and conditions outlined in Morinville Community Library Facilities Policy. They further agree to indemnify fully and save harmless the Town of Morinville, including the Morinville Community Library Board, their officers, agents, officials, and employees, from any and all actions, suits, claims, and demands whatsoever, and from all losses, costs, charges, damages, and expenses, including legal costs on a substantial indemnity basis and disbursements, which may be made by any party against the Town of Morinville, including the Morinville Community Library Board, or which may be incurred, sustained or paid by the Town of Morinville, including the Morinville Community Library Board in consequence of their acts or omissions in the course of installing or dismantling their art display at Morinville Community Library, or otherwise arising from their use of the space at Morinville Community Library to display their artwork.

Signature of Applicant: _____

Date: _____

The information on this form is collected under Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Community Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Community Library at 10119-100 Avenue, Morinville, AB T8R 1P8 or (780-939-3292).

Staff Use Only:

Approved by: _____ **Date:** _____

FORM 4.7A – BOOKMOBILE DRIVER’S INSPECTION CHECKLIST

*****Report as needed or if action taken.***

Walkabout	<input type="checkbox"/> Body dents /scrapes Y or N <input type="checkbox"/> Lights and reflectors <input type="checkbox"/> Tire pressure good <input type="checkbox"/> Turn signals <input type="checkbox"/> Compartment doors locked
Driver’s Seat	<input type="checkbox"/> Seat belts functional <input type="checkbox"/> Horn <input type="checkbox"/> Windshield wipers <input type="checkbox"/> Glass <input type="checkbox"/> Mirrors & seat adjusted <input type="checkbox"/> Parking brake
Before Starting Engine	<input type="checkbox"/> Fuel level (over half full) <input type="checkbox"/> Oil level <input type="checkbox"/> Washer fluid level
Start Engine	<input type="checkbox"/> Abnormal noise <input type="checkbox"/> Oil pressure <input type="checkbox"/> Temperature
Body Section	<input type="checkbox"/> Air conditioning/heat working? <input type="checkbox"/> Side doors secured and sealed? <input type="checkbox"/> Loose books/equipment secured?

FORM 4.7B – BOOKMOBILE SCHEDULED VISITS FORM

Purpose of trip _____

Date _____

Driver _____ Passenger _____

Mileage _____ Mileage on return _____

Gas refilled _____ Amount _____ Receipts attached

Vehicle washed _____ Washer fluid purchased _____ Oil purchased

Incident report (if any)

Inspection Checklist Form A completed before departure

Inspection Checklist Form A completed upon return

Notes regarding any issues discovered.
