

BARRINGTON PUBLIC LIBRARY

Policy Regarding Library Facilities and Operations

1. General Rules

- Animals, with the exception of animals that assist those with a disability and those used for educational programs, are not allowed in the Library.
- No smoking is allowed in the building by RSA 155:68 of the NH Indoor Smoking Act. This means having in one's possession a lighted cigarette, cigar, or pipe, or any device designed to produce the effect of smoking. Smokeless cigarettes fall under the law.
- Food and beverages are not generally allowed in the main library areas, except for staff lunches, Library sponsored events, and staff-approved after school gatherings in the children's room. A closed bottle of water or coffee cup with a lid is acceptable. No beverages are allowed near public computers. Patrons may request to use the meeting room to eat as long as all trash and crumbs are picked up and the table is wiped down with appropriate cleaning products.
- The Library requests that no weapons be brought into the building, with the exception of law enforcement personnel in the performance of their duties.

2. Hours of Operation and Closings

- The Library will maintain service hours convenient for the townspeople. The Board of Trustees at the recommendation of the Library Director will set hours. Changes in hours will be posted on the Library's front doors, website and Facebook page.
- In general, holidays will be observed in line with the policies of the Town of Barrington. The Library may choose to open or close alternate hours from those posted by the Town for holidays in order to accommodate patron use.
- The Library Director has the discretion to close the Library due to weather, illness, staffing issues, or other public health and safety emergencies. Unscheduled closings will be kept to a minimum number of days consistent with public and staff safety. The Director may choose to close the facility if the Library internal temperature falls below 50 degrees or remains above 90 degrees, for an extended length of time, due to HVAC systems failure or insufficient operation.
- In the absence of the Director, the Assistant Director or staff member with seniority will make the determination to close the Library.
- Closings will be posted with as much notice as possible. Closings will be announced on WMUR, an eNewsletter will be sent and posted to the Library's website and Facebook page. A notice will be taped to the front door if possible and the voicemail greeting will be changed (if an extended closure is expected).
- In all instances of closing the Library or non-opening, staff will follow the Emergency Closing Plan.

3. Meetings

- The Library facilities may be used for meetings with the permission of the Board of Trustees, and by arrangement with and convenience of the Library Director, provided a Library employee, a Board of Trustee member, Friend of the Library member or Barrington Library Foundation member is present and has the key and alarm codes to lock up properly. (See the Meeting Room Use Policy for more details, <https://piperlibraryfiles.com/ckfinder/connector?command=Proxy&lang=en&type=Barrington¤tFolder=%2FPolicies%20%26%20Forms%2F&hash=f19acf7617c4161c27b3e15403b3ad4830310623&fileName=2014-Meeting-Room-Use-Policy.pdf>)

4. Displays and exhibits

- Announcements of community interest may be displayed in the Library on the public bulletin board by permission of the Library Director. Any commercial pamphlets or political items left without permission will be removed and discarded.
- The Library welcomes exhibits and art displays. The Library Board of Trustees has final approval rights on any display. Exhibits must provide a general benefit to the community in order to be approved. All items are displayed at the owner's risk. Art exhibitors must adhere to the Art Exhibit Policy as written, <https://piperlibraryfiles.com/ckfinder/connector?command=Proxy&lang=en&type=Barrington¤tFolder=%2FPolicies%20%26%20Forms%2F&hash=f19acf7617c4161c27b3e15403b3ad4830310623&fileName=2019-Art%20Exhibit%20and%20Display-Policy.pdf>.
- Materials, leaflets or posters that are political in nature, such as promotion of a candidate for election to public office, may not be displayed in the Library. Informational items pertaining to current voting issues such as warrant articles may be displayed at the discretion of the Director and the Board of Trustees.
- There will be no solicitation of donations in the Library by outside organizations, nor will there be permitted any poster or display which solicits or advertises a commercial product or enterprise, unless that solicitation directly benefits the Library (in accordance with the Fundraising Policy, <https://piperlibraryfiles.com/ckfinder/connector?command=Proxy&lang=en&type=Barrington¤tFolder=%2FPolicies%20%26%20Forms%2F&hash=f19acf7617c4161c27b3e15403b3ad4830310623&fileName=2016-Donationsfundrsalefinal.pdf>). This direct benefit may come from a monetary donation from the displayer, or, from services rendered for free by the displayer such as free classes offered to the public or a free workshop, reading, or performance for the public. No direct sales of items will be done by staff unless a portion of sales is directly earmarked for the Library (i.e., Scholastic Book Fairs).
- The Barrington Historical Society shall be allowed to house in the Library books and other materials, at its own risk and without charge. Library patrons may use these materials in-house ONLY.