

# Guidelines for Library Use

Public libraries provide essential spaces for community members to meet, collaborate and learn. To fill the library's mission of supporting, encouraging and engaging our diverse community, Cumberland County Public Library welcomes all community members to use designated library spaces for the lawful and approved activities of all groups and persons, regardless of their beliefs or affiliations.

Spaces available for reservation by community members vary in size and are across all eight library locations. Rooms within locations will be made available when not needed for Cumberland County Government or Cumberland County Public Library programs and activities. Library rooms are available without cost for community members to use to host meetings, programs of public interest, organizational meetings, study sessions and other related activities. Library rooms are not to serve as the base of operations for any organization, group or business. Programs in large activity rooms must be free and open to the public.

The library does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual origination or military status. Permission to use library rooms is not an endorsement of the user or the user's beliefs by Cumberland County Government, Cumberland County Public Library or the Cumberland County Public Library Board of Trustees.

As a part of Cumberland County Government, the Cumberland County Public Library adheres to the adopted facilities policies of the Cumberland County Board of Commissioners. Section 1, subsection 2, policy no. 2-3: Public Use of County-Owned Facilities outlines the following guidelines for Public Use of County-Owned Facilities.

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1. County-owned facilities shall not be used for commercial or profitmaking purposes.
  2. County-owned facilities shall not be used for religious worship, proselytizing or other activities which actively promote religion.
  3. County-owned facilities shall not be used for personal or group political proselytizing or lobbying.
  4. County-owned facilities shall not be used for activities which are purely personal in nature.

In accordance with the Public Use of County-Owned Facilities policy, requested reservations of library rooms that do not adhere to the above guidelines will not be accepted. Customers reserving rooms must agree to the terms of the Public Use of County-Owned Facilities policy.

The following guidelines apply to all room reservations at Cumberland County Public Library:

- Customers may request the use of library rooms no more than 30 days in advance.
- All rooms must be used within the normal operating hours of the library. Room reservations will end thirty minutes prior to closing.
- Customers must include set up and take down times within their reservation.
- Rooms will be held thirty minutes past the reservation time.
- Room requests are subject to the approval of the location manager and library administration.
- For large rooms, rooms may only be booked once within a 30-day period.
- Large rooms are available for groups larger than 8 people.
- The number in attendance must remain in adherence to space availability and safety regulations.
- Room use, including noise from rooms, must not disrupt normal library operations or the use of the library by others.
- Customers are responsible for the set up and take down of the reserved space, and for ensuring that the room is returned to its original state.
- Soliciting fees, dues or the sale of items, unless through a library-related program, is prohibited in library rooms.
- Persons using library rooms are subject to all [Guidelines for Library Use](#).

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An appeal of a denied room request can be made to the Branch Manager of the location of the request. If library staff are uncertain if the meeting room reservation request violates the Board of Commissioners Public Use of County-Owned Facilities policy, then they will contact the requestor for more information. Failure to abide by this policy or the Guidelines for Library Use may result in suspension of room use for the associated customer or organization.