

## **Approved September 10, 2014 at the Library Trustee Meeting**

### **Key Access**

Library staff, Library Trustees, maintenance personnel and emergency personnel may have keys to the Library. The Town office also has one key. Key access to the Library is for Library business, emergencies and maintenance only. Access for other purposes must be cleared with the Librarian or Library Trustees. Materials do not circulate outside Library hours.

### **Use of Library Meeting Spaces**

The upper and lower level of the Library may be used for meetings by Nelson groups engaged in civic, educational, cultural, intellectual or charitable activities. Meetings must be scheduled with the Librarian and will be scheduled first in the lower level. If the lower level meeting room is booked, meetings may be scheduled in the upper level subject to special restrictions (see below). Meetings must be free and open to the public.

Groups chartered by the Town may use the upper level of the Library by obtaining permission from either the Librarian or from a Library Trustee. Groups not chartered by the Town may use the upper level of the Library by obtaining permission from the Librarian or a Library Trustee and must have present at the meeting either the Librarian, a Library employee, a Library Trustee, an officer of the Friends of the Library, or a Town official or employee.

Meetings of attendees under 18 years of age must be sponsored and chaperoned by a responsible adult.

The organization or group holding the meeting assumes responsibility for any damage to the meeting space or its contents and must leave the space in the same condition as it was before the meeting.

Groups using the upper or lower level of the Library outside Library hours may borrow a key for that purpose. The key may be picked up from a member of the Library staff not more than one Library business day prior to the event.

Groups using either level of the Library outside Library hours, must when leaving, turn off the lights, turn down the heat to 60 degrees and lock the door (check to see that doors are properly latched.) The key must be returned in the drop box immediately after the event. In addition, groups using the upper level of the Library outside Library hours must keep the door locked after entering . Materials do not circulate after hours.