

FACILITIES

ACCIDENTS/INCIDENTS

In case of an accident or incident, a report should be filled out by the staff member who is a witness or who was first apprised of the accident.

All employees are covered by worker's compensation insurance for work-related injuries received in the scope and course of their employment and the incident was timely reported/disclosed to staff.

Material Safety Data Sheets (MSDS) will be kept in the Custodial Office area for any chemicals used in the Library. A separate Safety Manual will be available to library staff.

Patron Safety

Although the Library tries to maintain a safe and sanitary facility, each library patron should safeguard their own health, safety and welfare. It is in the interest of protecting library patrons that the Library requires persons in the library building to wear footwear so as to avoid injury to bare feet.

EMERGENCY CLOSING

The library may be closed due to inclement weather or any other similar reason, upon the decision of the Executive Director or acting Director with concurrence of the Board President, or one other Library Trustee.

When a decision to close has been made, the following procedures should occur:

1. Contact any groups who may have scheduled a visit to the Library.
2. Once a decision to close has been made, the Executive Director will contact Managers who will in turn contact their staff. Library personnel scheduled to work that day will be paid.
3. Notify the library system (RAILS).
4. Cancel Library programs.
5. Update the phone message and post on the website and social media.
6. If possible, a notice will be posted on the Library entrance door.

Extended Closing

In consideration of events in which a state, federal, or local emergency is declared, or the Board, in conjunction with the Executive Director, believe that the health, safety, and welfare of the library staff and library patrons are at risk, the Library may temporarily close to the public.

If such events allow staff to be in the building, the Executive Director will continue to oversee daily operations and work with managers and staff to complete library-related projects, and staff will be paid for actual hours worked.

In the case of a pandemic closing or shelter in place order, employees that are able to work remotely to sustain critical library services will be encouraged to do so and will be paid for the hours in which they work. When possible, the Library may attempt to find meaningful work for those who do not normally have work that can be performed remotely. When remote work cannot be found or performed, employees will be furloughed until meaningful remote work can be found or until the Library is able to allow staff back into the building.

EMERGENCY POLICY

Whenever a decision is made to close the library, it is based on the general safety conditions for patrons and staff. The Library recognizes that conditions may vary for each individual. If the library remains open, but a staff member feels unsafe coming in or has a reasonable basis to come in later or to leave earlier due to weather, they should contact their Manager and take paid time off when possible.

Power Outage

When a power outage occurs at night or on a dark day, preparations for closing will begin immediately. All staff will be required to remain on the premises until closing procedures are completed. At least one hour should elapse between the time of a decision and the actual closing.

Storm Policy

If adverse conditions are predicted, the management team will meet briefly the day before the storm to discuss procedures and circumstances for the next day. In the event that the storm is sudden or occurring during an evening or weekend, the Executive Director, Assistant Director and Administrative Services Manager will discuss and act on the results of the discussion by closing or remaining open. The Executive Director will always involve the Board President or Vice President in decisions to close.

In bad weather it is understood that the ability of the staff member to report to work will vary according to prevailing conditions. Staff members are expected to make a reasonable effort to report to work.

When the Executive Director deems it necessary to keep the Library open, but bad weather conditions prevail, a skeleton crew will staff the library.

MEETING, STUDY AND CONFERENCE ROOMS

The Cary Area Public Library District makes its meeting, study and conference rooms available for the public. The Library neither approves nor disapproves of any viewpoint expressed by the users of the rooms. The Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of the meetings.

When the rooms are not being used by the Library or the Friends of the Library, then the Library will open the space to all persons or groups for meetings for purposes consistent with the Library's Policy Manual. The following policies for use shall apply to all users except for the Library and the Friends of the Library. **(Reservation systems are available on the Library website: www.caryarealibrary.info)**

The Library expects organizations to be considerate of library patrons and activities. The Executive Director or their designee has the power to terminate any meeting disruptive to Library operations.

Personal items should not be left unattended in the meeting room, conference room or study rooms. The library is not responsible for lost or stolen items.

Excessive noise is not permitted in the study rooms. Conversations should remain at normal speaking levels so as not to disrupt others nearby.

Library staff have the right to deny study room use to any individual or group violating the rules for use and/or any Cary Area Public Library District policies.

Use of Meeting Rooms

A. Reservations may be made no more than three (3) months in advance. Reservations will be taken in the following order: Library sponsored programs and meetings; Library related programs and meetings, including the Friends of the Library; not-for-profit community groups and organizations; and for-profit community groups and organizations. Reservations may be made online (www.caryarealibrary.info), by phone (847-639-4210), or in person at the Service Center. Advance notice of forty-eight hours is required if an event is cancelled. Repeated failure to notify the library of cancellation of meeting rooms may result in denial of future bookings.

B. Rooms may be reserved a maximum of once per month. The person making the reservation must be a Cary Area Public Library District cardholder, at least 18 years old and must be in attendance during their reservation.

C. Meeting rooms may be reserved for a minimum of nine (9) people.

D. Meeting rooms will not be made available for meetings where admission is charged or money raised and will not be available for private parties. The exchange of money for goods or services is prohibited on the Library premises, except by the Library or the Friends of the Library.

E. Babysitting service for children of persons attending meetings is not provided by the Library. Unattended children may not be sent to other areas of the library while their parents or guardians are attending a meeting or program.

F. The Library will post a sign in all the meeting rooms with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of meetings. All meetings shall be open to the public.

G. Publicity is the responsibility of any group reserving the meeting room. If requested, the library will post publicity on the library's lobby bulletin board, providing it conforms to the library's Displays and Exhibits policy. The sponsoring group must be identified on all publicity displayed or published. Publicity may not carry the library's telephone number.

H. If light refreshments are to be served, the Library must be informed at the time the reservation is made. No alcoholic beverages may be served. Rooms must be left neat and clean and ready for the next scheduled group. A custodial fee may be charged for cleanup. Fees will be charged to the library card of the person who reserved the room.

I. The use of meeting rooms shall conform to all local, state or federal laws. State law prohibits smoking in public facilities and within 15 feet of the entrance.

J. Users shall assume responsibility for cleaning up and for any damage to Library property or the facility. The Library may assess charges for damage or cleaning. Fees will be charged to the library card of the person who reserved the room. The Library assumes no responsibility for personal belongings.

K. Meeting rooms may only be used for candidate forums when the following conditions are met:

- a) All candidates are invited to attend
- b) The forum is sponsored by a non-partisan group
- c) All candidates for the particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

All of the above criteria are required at the time of application.

L. Meetings must be completed 30 minutes before the library closes.

M. Deviations from the above policies will jeopardize future access to the facilities.

N. All reservations are subject to the approval of the Executive Director or their designee.

Use of Study Rooms and Conference Room

Study rooms and the conference room follow the same general rules as the meeting rooms except:

- A. Reservations may be made no more than one (1) week in advance. Reservations may be made online (<http://www.caryarealibrary.info>), by phone (847-639-4210), or in person at the Service Center.
- B. Reservations cannot exceed two hours per day. The person making the reservation must check-in with a library card or photo ID at the Service Center is required.
- C. Rooms are available for walk-in use for up to 2 hours per day if there are no pending reservations. If a reservation exists, the room must be relinquished to fulfill the reservation. Reservations are held for 15 minutes from the scheduled time, after which, the room may be given away. Rooms cannot be reserved for the half (½) hour prior to closing.
- D. Study room 1 and study room 2 may be reserved for a maximum of two (2) people.
- E. Study room 3 may be reserved for a maximum of six (6) people.
- F. The conference room may be reserved for a maximum of eight (8) people.
- G. Food is not allowed in the study rooms or the Conference Room. Covered drinks are allowed in study rooms 1 and 2 and the Conference Room. No drinks are allowed in study room 3.