

## **2.1 USE OF LIBRARY FACILITIES**

The use of the library facilities, materials, and staff shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the framework of the *Library Bill of Rights* and its *Interpretations*.

The library is the property of the City of New Braunfels and each library user is expected to exercise reasonable care in the use of library facilities, remembering his obligation to fellow citizens who use the same facilities.

In the event of an extraordinary circumstance, such as a natural disaster, the library may suspend all or part of this policy if so directed by the President of the United States, the Governor of the State of Texas, the Mayor of the City of New Braunfels, or the City Manager until it is deemed safe to reinstate this policy in full.

### **I. Hours of Operation**

- A. The library will be open a minimum of sixty-five (65) hours per week. The Westside Community Center Branch library will be open a minimum of forty (40) hours per week. The RIOmobile bookmobile branch will be operational a minimum of 4 days per week. The library director, with the approval of the City Manager, will determine days and daily hours of operation. Regularly scheduled hours of operation will be established to best meet the needs and convenience of citizens, based on available funding and staff requirements.
- B. The library system will close on holidays established by the City Manager and at other times deemed necessary by the library director, with the approval of the City Manager.
- C. Except in case of emergencies, notice of closings will be posted in the library locations and on the library's web site two weeks in advance and will be reported to the local news media.

### **II. Meeting Rooms**

As public institutions dedicated to the free expression of and free access to ideas presenting all points of view about the problems and issues of our times, the New Braunfels Public Library provides meeting rooms for public use. The rooms will be available on as widespread and equitable a basis as possible for non-profit groups for the purpose of educational, cultural, governmental, and informational community meetings, programs, and lawful activities.

- A. Highest priority for use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.
- B. Meetings held in the library meeting rooms must be open to the public. No fee may be charged, or donations solicited, as a condition of entry.
- C. No library space will be available for social or commercial purposes, fund raising, sale of items, or for-profit individuals or businesses with the following exceptions:
  - 1. Programs, events, or sales conducted by the Advisory Board, Friends of the Library or the New Braunfels Public Library Foundation, the proceeds of which directly benefit the library;
  - 2. Sale of material directly related to library sponsored programs which has received prior approval of the library director;
  - 3. Programs, events, or sales conducted by the City of New Braunfels.
- D. The Large Meeting room will be made available for public use only during-the hours the library is open to the public. All meeting rooms must be vacated at least ten (10) minutes before closing or before 9 PM on weeknights.
- E. Reservations may be made up to 60 days in advance and are limited to one meeting per month unless they have received prior approval of the library director.
- F. Permission for a group or organization to meet in the library in no way constitutes endorsement, support, or co-sponsorship by the New Braunfels Public Library or the City of New Braunfels of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization.
- G. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the room clean and in good condition.
- H. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations.

## **2.1 Use of Library Facilities**

- I. Non-profit groups may advertise in designated locations with approval from the library director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on library property.
- J. Any promotional materials, pictures, publicity, or paid advertisements by groups using the meeting rooms must include a statement indicating that the program or activity is not sponsored, co-sponsored or endorsed by the New Braunfels Public Library or the City of New Braunfels.
- K. Smoking as defined in City of New Braunfels Municipal Code Article VII. Sec. 62-336 is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
- L. Attachments to the ceiling, walls, floors, or furnishings are not allowed.
- M. The library director will establish and publish specific regulations based on this policy statement. A copy of the rules and procedures will be provided with the application for meeting room use.
- N. Groups failing to comply with any part of this policy or the established procedures may be asked to cancel their meeting and may be denied further use of the meeting room.

### **III. Study Room**

- A. One private study room is available for no more than four (4) persons per room.
- B. The study room is available for use only during library hours of operation and must be vacated at least ten (10) minutes before closing.
- C. For-profit individuals or businesses will not be granted use of the study room.
- D. The room may be reserved for a session up to 7 days in advance of the date of use. Study room users must read and sign the library's Study Room Agreement before using a library study room. Study room use is limited to one session per week per person. A use is defined as either a session reserved under the individual's name or as a session reserved under another name, but as part of a group.
- E. Students taking proctored exams may be allowed additional time if arrangements are made in advance.

*ENDORSED  
BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD  
MARCH 20, 2001*

*REVISED AUGUST 19, 2002; JUNE 14, 2004; MARCH 19, 2007; NOVEMBER 16, 2009;  
JANUARY 22, 2013; JANUARY 21, 2014, FEBRUARY 18, 2014, SEPTEMBER 21, 2015;  
REVISED JUNE 20, 2016; MAY 15, 2017;  
ENDORSED MAY 21, 2018; MARCH 18, 2019;  
REVISED SEPTEMBER 20, 2021*

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Connie Born, President Gretchen Pruett, Library Director