

Policy Number: OP 03
Policy Title: Room Bookings Policy
Policy Status: Libraries Act Regulation as amended from time to time.
Date Approved: February 2, 1987
Date Amended: May 9, 1988; April 8, 1991; June 13, 1993; September 12, 1994; September 14, 1998; November 9, 1998; December 13, 1999; September 9, 2002; December 9, 2002; June 16, 2003; December 15, 2003; December 17, 2007; September 19, 2011; June 16, 2014; December 16, 2019
Date for Review: 2024

Strathcona County Library has two small meeting rooms (Birch and Pine) that are made available to the general public for free when not being used for Library purposes. The rooms are intended for group/individual study and for small group meetings. The rooms are available primarily on a drop-in, first-come basis, but can also be booked on a limited basis.

Other meeting rooms in the Strathcona County Community Centre are available to rent by contacting Strathcona County Facilities Booking staff. These rooms are not owned or managed by the Library

The Library Board recognizes that free meeting rooms are in high demand, especially by groups that cannot afford to pay market rates. However, because demand exceeds supply, groups are limited to the number and length of bookings allowed for Library rooms, as set out in the Room Booking Guideline.

The Library is a public service that is operated for the benefit of everyone within the community. The Strathcona County Library Board is guided by two position statements in making its facilities available to the Community:

- The Statement on Intellectual Freedom and Libraries (ST 01), and
- The Statement on Diversity and Inclusion (ST 04).

No one right is more important than another right, so should the values represented in these two statements come into conflict, the CEO or designate will determine a course of action by asking “Where is the greatest harm?”

The Library does not advocate or endorse the viewpoints expressed in meetings or by meeting room users.

There are necessary limits to how Library spaces may be used. The Library is committed to providing physically safe and respectful public and staff spaces, minimizing disruption of

Library services, and maintaining the security of Library property. The use of Library spaces must not contravene Canadian laws, including the Criminal Code and the Alberta Human Rights Act.

The Library recognizes that individuals and groups may strongly disagree with ideas and views expressed within Library spaces and collections. In some instances they may, on a personal level, view them as offensive or harmful. In keeping with its value of intellectual freedom, the Library will not restrict freedom of expression beyond the limits prescribed by Canadian law, while respecting diversity and inclusion.

The CEO or designate may deny or cancel a meeting room or facility booking, or may terminate any event underway, in the following circumstances:

1. activities that are likely to pose a safety hazard to event attendees, Library staff or the public, or which are likely to cause misuse or damage to Library property;
2. the user has previously damaged or misused Library property;
3. the user has contravened this Policy and/or the Room Booking Guideline in the past; or
4. the user has made a misrepresentation regarding the identity of the user, the proposed use, or any participants or attendees.

The Library will document all booking refusals and cancellations.

Priority for use of the meeting rooms is:

1. Library programs, co-sponsored programs;
2. Other Library purposes, including meetings;
3. Designated study time for post-secondary and high-school students;
4. All other non-commercial groups.

Groups booking the room must sign the Library's Terms of Use each time they use the room.

Approved by Board Chair	
Date	Dec 31, 2019