

Subject: Use of Meeting Rooms
Effective: June 2003
Revised: *January 2007*

1.0 PURPOSE

The intent of this policy is to set standards for the community use of meeting rooms located in public and public-school libraries when these rooms are not required for library purposes.

2.0 APPLICATION

This policy applies to:

- Individuals, groups and organizations located in the community who wish to use library meeting rooms; and
- Staff of the New Brunswick Public Library Service (NBPLS).

3.0 DEFINITIONS

Library refers to the physical facilities provided for under the [New Brunswick Public Libraries Act](#).

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act:](#)

12.1 The Minister

- (a) may enter into arrangements with municipalities and associations of persons for the provision by the Minister of library services, including staff and materials, and for the provision of facilities, equipment and the maintenance of the facilities and equipment by the municipalities and associations of persons,
- (b) may enter into arrangements with public library boards respecting the delivery of library services.

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PROVINCIAL LIBRARIAN

5.0 GOALS / PRINCIPLES

Under the [Canadian Library Association's Intellectual Freedom Position Statement](#), and of the [Association pour l'avancement des sciences et des techniques de la documentation](#), La charte des droits des lecteurs, it is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

6.0 REQUIREMENTS / STANDARDS

- 6.1** Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to individuals, groups and organizations in accordance with this policy and public library board guidelines. However, priority will be given to non-profit groups of an educational, recreational, cultural, philanthropic or civic nature.
- 6.2** The use of library meeting rooms must not interfere with the normal operations of the library. The safety of library patrons and staff must be the primary consideration when renting library meeting rooms to the community.
- 6.3** Libraries must not exclude any individual, group or organization engaged in a legal activity based on the subject matter to be discussed or based on the ideas the person, group or organization advocates.
- 6.4** In accordance with Policy 1015 - Selling and Soliciting in the Library or Bookmobile, products or services may be advertised, solicited or sold in meeting rooms located in the library or managed by the library.
- 6.5** All aspects of the use of library meeting rooms by the community must be for legal activities and must meet the requirements of the Office of the Fire Marshal.
- 6.6** Tobacco use is prohibited in public and public-school libraries under the Province's Non-Smoking Policy [AD-2704](#) and [Policy 702](#) - Tobacco-Free Schools.
- 6.7** In public libraries, requests to permit alcoholic beverages or games of chance (e.g., bingos, lotteries) must be approved by the library employee in charge, in consultation with the local public library board, and only on condition that a copy of any applicable licence is submitted to the library employee in charge prior to the event.
- 6.8** In accordance with [Policy 407](#) - Community Use of Schools, requests to permit alcoholic beverages or games of chance (e.g., bingos, lotteries) in a public-school library meeting room located in a school must be forwarded by the library employee in charge to the School District Superintendent for approval. The copy of the applicable licence must also be forwarded to the Superintendent prior to the event.

6.9 The use of library meeting rooms must not place the library in competition with private sector interests.

6.10 Libraries must post a permanent notice near the meeting room as outlined in Appendix A.

7.0 GUIDELINES / RECOMMENDATIONS

The library employee in charge and local public library board may wish to use the provisions outlined in Appendix B and Appendix C to formulate meeting room user agreements.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

Administration Manual System Policy (AD-2704) – Non-Smoking Policy.
(<http://intranet.gnb.ca/intellinet/adminman/>).

Intellectual Freedom Position Statement. Canadian Library Association. (<http://www.cla.ca>).

La charte des droits des lecteurs. Association pour l'avancement des sciences et des techniques de la documentation. (<http://www.asted.org/>).

Policy 407 – Community Use of Schools. Department of Education.
(<http://www.gnb.ca/0000/index-e.asp>).

Policy 702 – Tobacco-Free Schools. Department of Education. (<http://www.gnb.ca/0000/index-e.asp>).

Policy 1015 – Selling and Soliciting in the Library or Bookmobile. New Brunswick Public Library Service.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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