



**Ankeny Kirkendall Public Library
Ankeny, Iowa**

The Mission of the Ankeny Kirkendall Public Library

Welcoming all to Learn, Imagine, and Do

SUBJECT: STUDY AND CONFERENCE ROOMS

BACKGROUND:

- A. A priority of the Ankeny Kirkendall Public Library Staff and Board of Trustees is to offer convenient access to study and meeting spaces for patrons. Consistent with this, the Ankeny Kirkendall Public Library offers a variety of rooms that are available first-come, first-serve, or on a reservation basis.

POLICY:

- A. A Library card is not required to reserve a room. Anyone may use the room(s) regardless of age as long as the Library's Unattended Child Policy and Conduct in the Library Policy are adhered to.
- B. Rooms are only available during the library's open hours. No exceptions will be made.
- C. Rooms are not soundproof. Keep noise to a moderate level.
- D. Study rooms are available first-come, first-serve. Conference rooms are reservable; if there are no current reservations, rooms are available first-come, first-serve. You must arrive within 15 minutes of your scheduled reservation, or the reservation will be cancelled.
- E. Users are allowed to use conference rooms for up to 2 hours per day. If available, usage can be extended by staff. Rooms can be reserved up to 6 months in advance.
- F. The library is not responsible for theft or damage of personal items.
- G. No solicitation in public areas or outside of a room may occur. Room usage does not imply Library endorsement and promotional materials may not state or imply Library sponsorship.
- H. Materials may not be affixed to any surface such as walls, windows, floors, furniture or fixtures, at the library without approval by the library staff.
- I. The Library assumes no responsibility for food or beverages served on the premises at non-library sponsored events. No alcohol may be consumed in study or conference rooms.
- J. Reservation owner will be held accountable for the condition of the room which should be cleaned and left in good condition. Good condition means white boards are erased, trash is in the provided receptacles, and spills and crumbs are wiped or vacuumed up. Cleaning supplies can be borrowed from the Reference Desk.
- K. The library reserves the right to revoke permission to use the room(s) in case of non-compliance with library policies and procedures.

Adopted by the Library Board of Trustees:

7/20/23