

Keyport Free Public Library

Collection Development Policy

Purpose

The Keyport Free Public Library strives to provide materials that are educational, informational, and recreational for our diverse community. It is the Library's goal to continually improve and expand materials that are offered to the community. Since, for reasons of size and cost, the Library cannot obtain and retain all materials, it must utilize a collection development policy. This entails a method for purchasing new items, replacing those that are damaged, and weeding items that are not circulating. Materials that are evaluated are books, magazines, DVDs, audio books, electronic format media, items contained in the Library of Things (i.e. puzzles and board games), and more.

Intellectual Freedom and Access

The Keyport Free Public Library has adopted and follows the Library Bill of Rights, The Freedom to Read Statement, and Code of Ethics from the American Library Association (ALA) as well as New Jersey Library Association's (NJLA) Statement Against Censorship. These documents outline the Library's responsibility to select materials that represent diverse view points on different topics and to provide patrons with enough information to make selections of materials for themselves. The Library selects materials on the merit of the work and on its needs to the community. Neither an individual, nor group, nor library staff decide what is right for others to read or not read. Children and teens must be guided by their parent or guardian, not by library staff, in their selection of materials.

- Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
- The Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- ALA's Code of Ethics <https://www.ala.org/tools/ethics>
- NJLA's Statement Against Censorship
<https://www.njla.org/assets/docs/NJLAs%20Statement%20Against%20Censorship%20122121.pdf>
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Selection Criteria

The Library works to provide diverse and comprehensive materials within its budget and space constraints. No materials will be excluded from the Library's collection solely because it represents a particular aspect of life, frankness of expression, or because it is controversial. Similarly, no work will be removed from the collection solely because an individual or group find it to be objectionable. This policy for selection is adopted and approved by the Board of Trustees, providing the Library Director with the authority to execute the policy and select materials.

Selection criteria includes, but is not limited to:

- Significant needs of the library's patrons and the community
- Artistic merit, scholarship, authority, logical presentation, accuracy, relevancy, timeliness, usefulness, and historical significance.
- Cost, availability and impact on the materials budget.
- Relationship to cooperative collection arrangements with other libraries
- Relation to the rest of the collection
- Local authorship/subject matter;
- Reviews as expressed in professional selection aids such as Booklist, Children's Core Collection, Kirkus Reviews, Library Journal, Publishers Weekly, School Library Journal, Horn Book; and current general reviewing selection aids such as New York Times Books Review, and in various published lists

Withdrawals from Collection (Weeding)

The removal of materials (known as weeding) is essential to maintaining overall collection quality as well as an inviting and welcoming atmosphere at the Library. Librarians with collection evaluation responsibility shall continuously evaluate materials for accuracy, currency, condition, and user appeal.

Other criteria for weeding:

- Declining use or not being checked out. If materials have not been checked out in the last 5 years, they may be deemed removable.
- Damaged materials shall be discarded unless their content is very significant and they cannot be replaced.
- Although most classics and valuable editions will be retained, dated materials will be discarded and replaced with more current materials, when they are available.
- Subject matter is no longer timely, accurate or relevant.
- Availability elsewhere, including other libraries or online resources.
- In general, duplicate copies in excess of two, or former "bestsellers" or "top of the charts" titles, shall be discarded after the popularity of these items has waned.

financially responsible for the number of their prints. No refunds are given after pages have been printed.

- The Library cannot guaranty privacy and security for any user. Personal information such as addresses, credit card numbers, Social Security numbers, etc. may be intercepted and misused if transferred electronically. Patrons should use caution when accessing personal and financial information, especially emails, bank accounts, credit card information, etc. The Library is not responsible for damage that may result from information accessed, transferred or downloaded by the user.
- Patrons must respect copyright laws and established licensing agreements and abide by general Internet conduct.
- No patron may disclose personal information about a minor through interactive online media, i.e., email, chat, etc. Illegal or criminal activity utilizing the Internet is prohibited. Such illegal or criminal activity includes, but is not limited the following: hacking, uploading or downloading computer viruses, sexual exploitation of minors, online stalking or harassment.
- Users may not charge to or impose any charges upon the Library through Internet usage or by access to fee-for-service information providers. The Library is not responsible for any software or shareware fees incurred through downloading of software by patron users. Patrons may not attempt to circumvent or compromise the Library's web security software. Behavior which jeopardizes the Library's account or access to resources or attempts to tamper with the Library's web security will result in revocation of Internet use privileges.
- The Library reserves the right to cancel any patron's session or to deny access to computers for any reason that the Director deems harmful to those around them as well as to those who violate this Public Internet Use Policy, the Library's Behavior Policy or engage in illegal or criminal activities. In the case of serious, deliberate damage to the Library computer systems or illegal or criminal activities, the Library reserves the right to contact law enforcement. The Library also reserves the right to modify this Policy and guidelines as necessary to ensure the fair, safe and reasonable use of the Internet.

Adopted by the Board of Trustees, August 12, 2021.

LENDING POLICY

LIBRARY CARDS

Anyone who lives or owns property in Keyport may apply for a library card at the circulation desk. Proper identification and a signed application are required. Children younger than 18 require a parent's signature on their application. Non-residents may purchase library cards for \$10, renewed annually.

BORROWING

Materials	Loan Period	Renewal	Limit per card (if not on hold)
Most Books	3 weeks	2 times	Unlimited
New Fiction	1 week	1 time	6
New Nonfiction	3 weeks	2 times	6
Magazines	1 week	2 times	6
Audiobooks	3 weeks	2 time	3
DVDs	3 days	1 time	3 total per adult library card
TV Series DVDs	3 days	1 time	3 total
Instructional DVDs	2 weeks	1 time	3 total
Children's Books	3 weeks	2 times	Unlimited
Children's Magazines	1 week	2 times	6
Children's Summer Reading	3 weeks	2 times	Unlimited, reserved for Keyport Residents

RETURNS

- An outdoor book return is located on the Broad Street side of the library, and may be used at any time. The book return is emptied each morning, before the library opens, during the day, and before the library closes at night.
- Any overdue charges should be paid on the next visit to the library.
- Please return DVDs and audio books to the circulation desk to prevent them from being damaged in the book drop.

LOST CARDS

- Identification is required to get a replacement library card. The cost is \$1.00 per card first time, \$2.00 second time, and \$3.00 third time the card is replaced.

RENEWING LOANS

- Library materials may be renewed in person, by phone or online.
- One week materials may be renewed once. Two week materials may be renewed up to 2 times.
- Older DVDs & Instructional DVDs can be renewed.

PLACING RESERVES

- You may call the library during operating hours to ask that a book be held for you, or place a request at the circulation desk. There is no charge for placing reserves. Books will be held for one week.

INTER-LIBRARY LOANS

- Items not owned by the library, may be borrowed from other libraries or through the Middlesex Consortium. But lending policies may not be the same for all libraries.

OVERDUE MATERIALS

- The overdue charge for books and magazines is 5 cents per day. New DVD's have an overdue fine of \$5.00 per day & all other DVDs have an overdue fine of \$1.00 per day.

Library Fees and Fines

Fines and Fees Policy

The Keyport Free Public Library does not charge late fees for any overdue circulating materials, with the exception of museum passes. The Keyport Free Public Library does assess fees for lost and damaged materials. Please review our updated fees information below for details.

Overdue Fees

Museum Passes – Daily fine \$ 5.00. Maximum fine \$100.00

Replacement Fees

Borrowers are responsible for returning or renewing the items they check out by the due date. If they do not, the item will be labeled as overdue, and the patron will be notified. Items are declared lost after they have been overdue for 90 days and a replacement fee will be billed to the patron account. The replacement fee will be the cost of the item.

Notifications

The library has a set time limit for materials to be borrowed and materials are expected to be returned by the due date so that they can be borrowed by other patrons. If an item is not returned on time, reminders will be sent out at 7, 14, and 21 days after the due date. After 90 days, the item will become lost, and the patron will be billed for the replacement cost. A patron's library card will be automatically blocked if an account balance reaches \$5.00.

Payment

- Patrons have the option of paying fines/fees in-person at the library with cash or remotely by credit card via the library's website.
- Patrons should resolve disputed fees before paying them.
- Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Circulation Supervisor.

Other Services

Photocopies - .10 cents per page for black & white, .25 cents per page for color

Computer prints - .10 cents per page for black & white, .25 cents per page for color

Replacement cards - \$1.00 for the first time, \$2.00 for the second time, and \$3.00 for the third time.

Non-resident card - \$10.00 annually

Scanning and faxing are free.

Reconsideration of Materials

The Keyport Free Public Library Board of Trustees will review and decide on complaints by the community on existing materials at the Library. Please find the Library's Reconsideration Form on the website under Policies - keyportlibrary.org.

Approved by the Board of Trustees, 08/10/2023.

BEHAVIOR POLICY

Standards of Acceptable Behavior

All patrons of the Keyport Free Public Library are expected to use the Library, and its resources, in a responsible, lawful, and courteous manner. To better serve all library patrons, the Library Board of Trustees, has established the following standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources, and services, of the Library. It is also designed to protect the safety of the general public, the library staff, equipment and materials of the Library.

Any activity which interferes with the rights of other patrons to use the Library, which could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, material, library property or grounds, will be considered disruptive and unacceptable.

Conduct NOT acceptable in the Library, or on Library property, includes, but is not limited to:

- Engaging in any activity that is in violation of Federal, State, local or other applicable laws or Library policy.
- Using behavior disruptive to the legitimate use of the Library. This includes: disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others; physical abuse, abusive or threatening language, and misuse of library equipment or furnishings.
- Using any behavior that disturbs other patrons, for example: talking loudly, staring, or using offensive language.
- Using audible devices set at a volume that disturbs others.
- Using cell phones and other communication devices. Cell phone audible ringers must be turned off.
- Using any behavior that presents an eminent danger to the life or safety of others, including intentional, non-emergency activation of alarmed exits or fire alarms.
- Carrying any instrument which could reasonably, and commonly, be classified as a weapon, or a dangerous instrument, or could be reasonably used as means of aggression, or defense against another, into the Library or onto Library grounds, unless authorized by the law to do so. Any person authorized to carry a weapon must notify Library staff of that fact.
- Soliciting, gambling or panhandling, including: distributing printed materials, signing petitions or conducting surveys that are not authorized by the Library.
- Sleeping in the library, except for young children under the supervision of a parent or caregiver.
- Neglecting to provide proper supervision of children.
- Running, jumping, yelling, or climbing on library property.
- Littering in the library or on library grounds.
- Smoking, the use of alcohol, or any drug constituting a controlled dangerous substance, as defined by New Jersey law.

- Bringing animals, insects, and other living organisms into the Library, other than service animals necessary for disabilities, except as authorized by the Library Director.
- Using wheeled devices in the Library, or on Library grounds, including, but not limited to: skateboards, roller-skates, rollerblades, bicycles, scooters and shopping carts. Exceptions include wheelchairs, walkers, and strollers.
- Patrons are required to wear a shirt and shoes in the Library. Patrons, whose bodily hygiene is offensive, as to constitute a nuisance to other persons, shall be required to leave the building.
- No person may use the lavatory facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.
- Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for library patrons, volunteers and staff.
- All bags and other articles are subject to inspection by library staff members. The Library reserves the right to limit the size and number of items brought into the Library.
- All patrons must leave the Library premises by closing time, when evacuation of the building is necessary, or at any time when requested to do so by Library personnel.

Violation of Standards of Acceptable Behavior

In the event that a patron violates any of these rules, a staff member will tell the individual that his/her behavior violates the Standards of Acceptable Behavior, and that it must stop. If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the Library if the behavior does not stop immediately.

If the behavior persists, he/she will be asked to leave the Library. If the patron refuses, the police will be called to remove the patron from the premises. Under no circumstances will a library employee touch the patron. The staff member who interacts with the patron, and any staff members who witness the interaction, will complete an incident report.

A patron may be banned from the Library for a specific amount of time. This decision will be made by the Library Director. Notice of the suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron, or in the case of a minor child, to his parents or guardians. A copy of the letter will be kept on file at the Library.

Appeal of the suspension may be made, in writing, to the Board of Trustees, Keyport Free Public Library, 109 Broad Street, Keyport, NJ 07735, within ten (10) days of receipt of notice of suspension. The patron, or in the case of a minor child, the parents or guardians, will be notified by the Board of the date and time of the hearing on the notice of appeal.

Multiple activities violating the Standards of Acceptable Behavior, executed by the same offender, will be considered the second or third offense, even if the action is different.

Approved by the Board of Trustees, August 12, 2021.

Program Policy

The Keyport Free Public Library is excited to provide programming for all ages. These policies have been established to ensure that everyone gets the most out of the programs and to create an enjoyable experience. Youth programs are created with specific ages to provide developmentally appropriate programs for children of that age.

- All library programs at the Keyport Free Public Library are free and open to the public with first consideration being given to Keyport resident card holders when space is limited.
- Advance registration may be required for planning purposes or when space is limited. Such programs can be registered for by calling the library or signing up online through our website at keyportlibrary.org.
- Programs requiring registration are on a first-come, first-served basis but Keyport Card Holders will be given preference.
- Waiting lists can be maintained for popular program.
- Kids programs are reserved for children ages 0-17 years old.
- To ensure the safety of the children attending programs, caregivers must remain at the library during the program.
- Adult programs are reserved for ages 18+ but children can attend with an adult caregiver.
- A patron may be asked to leave any program if they have broken the rules in our Behavior Policy.

Approved by the Board of Trustees, August 12, 2021.

Supervision of Children Policy

The Keyport Free Public Library encourages all children to visit the Library and use its resources. The Keyport Behavior Policy applies to library users of all ages, and are in place to create a safe environment for all.

Parents need to be aware that the Library is a public facility and that it is open to all individuals. It is not the function or purpose of library personnel to supervise or care for children while parents, guardians, or caregivers are outside the Library, or while the adult is occupied elsewhere in the Library. Children visiting the Library should be supervised, for their own safety and the consideration of other patrons.

The following guidelines have been established to ensure the safety and well-being of children visiting the Library:

- No child aged 10 or younger may be left alone in the Library or on the Library premises for any reason. Children 10 years of age or younger must be supervised by a caregiver at all times.
- If a child attends a Library program without a parent/caregiver in the room, the parent/caregiver is expected to remain in the Library building or on the premises and immediately join the child at the end of the program.
- If a parent/caregiver of a child 10 years old or younger cannot be located within the Library building, and is not reachable by phone, the police will be called.
- Children 11 years old or older may be left alone in the Library for reasonable periods of time. This time may vary with the child's maturity. Parents are still responsible for the actions and well-being of their child. Children behaving inappropriately may be asked to leave the Library, in accordance with the Keyport Library Behavior Policy. Should problems arise, the Library will attempt to contact a parent.
- If a child requires close supervision or constant individual attention, regardless of age, the child should not use the library on their own.
- If a child is not allowed to leave the Library without an adult, he/she should not be in the library alone. This is a particular concern in inclement weather and after dark.
- Teenagers are treated as adult users. However, they are still legally the responsibility of their parents.
- Parents/caregivers must be aware of the opening and closing time of the Library. All children should be picked up or have arrangements to leave the library at or before closing time.
- If a child has not been picked up within 15 minutes after closing time, the police will be called.

As a public agency, the Library serves in the best interest of the welfare of all children. The Library is required by law to notify the Division of Youth and Family Services (DYFS) in the event of suspected abuse or neglect of any child. This includes, but is not limited to:

- Mistreatment of a child
- Lack of proper supervision of a child, or
- Repeatedly leaving a child unattended at the Library.

Approved by the Board of Trustees, August 12, 2021.

Friends of the Library Policy

at the Keyport Free Public Library

Overview

The purpose of this policy is to define the relationship and responsibilities in working with Friends of the Keyport Library group formed to support the Keyport Free Public Library.

The Board of Library Trustees (the Board) of the Keyport Free Public Library (Library) sees the Friends of the Keyport Public Library (Friends) as critical to the success of the Library. Friends groups do many things including but not limited to sorting donations, holding book sales, increasing community awareness and support for the library, encouraging gifts and endowments, volunteering their time and energy, supporting programs, and advocating for the Library in the community. The Board and the Director want to enable open communication and collaboration to benefit the Keyport community.

Roles

The roles of Board, Director, and Friends are related but distinct. The Board represents citizen control and governance of the library. The Library Director represents the administration and management of the library. Friends represent citizen participation and support to the library.

Procedure

Activities

Friends projects shall be communicated in a timely manner to the Director and Board of Trustees. If the Library's grounds or space are being utilized, an Application for Use must be filled out and approved by the Director and the Board will be informed. The Board acknowledges that it does not supervise the activities of the Friends, but the Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served. The Board acknowledges that the Friends is an organization separate and apart from the Library, and that the Friends have its own Board and its own goals and purposes. The Friends are distinct and separate from the Library, and neither the Friends as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Library. Because the Friends is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty nor take any act on behalf of the Friends, except for taking donations, member fees, and collecting the Friends' official mail.

Funding

Operating expenses of the Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation was determined by the Director and the Friends. After gifts from the Friends have been dispersed, the Director will notify the Board at the regular monthly meeting. In the event the Library

becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

After each fundraising event, Friends should submit balance sheets of money spent and money raised to the Library.

Public Relations

Friends public relations programs on behalf of the Library shall be provided to the Library Director and the Board in a timely manner. The Board acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget or funded by the Library. The Director will display signs and share social media posts from the Friends but must have advanced information. Friends events and fundraisers will be displayed at the Library but in a separate space from library programs, as not to confuse patrons.

Each year the Friends and the Director will meet and discuss events for the upcoming year. The Director can provide a wish list of items for the Friends and the Friends can provide their upcoming fundraising plans. The exact timing of this meeting can be done at the convenience of the Friends and Director. Collaboration to provide a unified community voice will be exercised, as possible.

Programs

All programs that are conducted using library staff and are promoted as a library program are to be administered by the Library. This includes communication with vendors, payment of programs, and the procedure that is used to provide the program. The Library can then be reimbursed by the Friends if that program is sponsored by the Friends. The Library does not charge patrons for library programs nor the cost of materials for programs. The Library is funded by property taxes from the residents in Keyport and sees the services provided by the Library as part of that funding. Programs requested by the Friends, to be provided at the Library, will be given advanced notification to the Director. In most cases a month is necessary and for summer, 2 to 3 month is necessary. Programming created by the library staff will be given priority.

Liaison

Communication and information is very important and a liaison from the Board will be appointed by the Board President to report on the Friends projects and fundraising. Conversely the liaison will report to the Friends important information from the Board meetings such as information in the Director's report. The Friends are welcome at Board meetings and can communicate on a regular basis and as needed with the Library Director.

It is best practice, as provided by United for Libraries (a non-profit supporting Boards, Friends, and Foundations), that Board members not be Friends Board members because of a conflict of interest. *Please see below.*

Excerpt taken from *Tools for Trustees, Focus on Friends*, www.ala.org/united

Should a member of the library board also serve as a member of the Friends of the Library board [meaning as a president, vice president, secretary or treasurer

of the Friends of the Library]? The generally accepted wisdom is “no.” There are a number of reasons for this:

- It can imbue a single member with more power and authority than his or her peers on each of the boards.
- There can be a perceived conflict if a member of the policy making Board is also in a decision making (i.e. management) role on the Friends Board that helps fund the library's services.
- There can be a potential conflict of interest when a policy the library Board is proposing might be considered not in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency, or proposing the establishment of a Foundation for fundraising.

Approved by the Board of Trustees 09/14/2023

Public Internet Use Policy

The Keyport Free Public Library ("Library") provides access to computers and the Internet for patrons. The Library provides free access to all cardholders in good standing. Internet access is provided via our computer workstations as well as through wireless connection. The Library affirms the right of all patron users, regardless of age, to use the Internet in a safe and confidential manner.

The Library does not control information accessed through the Internet and cannot be held responsible for its content. Patrons are responsible for the content that they access. Parents are responsible for the safe use of Library computers by their children. The Library does not filter content on its computers or provide filtering software. Provision of Internet service does not imply that the Library endorses or approves of any material accessed.

The Library is not responsible for any damages resulting from use of the Library's computers or the Library's connection to the Internet, nor can it guarantee privacy of any Internet sessions. The Library reserves the right to suspend a user's privileges due to illegal usage or for any violation of this Policy.

Internet and Computer Use Guidelines

- Patrons should use their library card number to access the computer. If a person does not have a library card, they can sign up for a card or use a guest pass. For non-resident patrons, they may use a guest pass or purchase a library card.
- Patrons with overdue fines in excess of \$5.00 will be blocked from computer use until the fines have been paid.
- There is a limit of 90 minutes of computer time per person per day. Additional 45 minute sessions may be provided as long as there are no patrons waiting to access the computers. The Library cannot guarantee that usage time can be extended beyond the original 90 minute allotment.
- As with other Library materials, parents or guardians are responsible for the Internet information selected or accessed by their children. Children aged 10 and younger must be accompanied by a parent or guardian, or a caregiver while using an Internet computer.
- The computers upstairs are reserved for adults and the computers downstairs are reserved for patrons under 18 years of age. If the adult computers are full, adults may use the children's if no patrons under 18 years of age are waiting for them.
- Printing and downloading of materials from the Internet is permitted as long as it does not violate copyright laws or established licensing agreements. Users may not download or save files or software to the computer's hard drive.
- Users may print information from the workstations at the cost of \$.10 per black and white page and \$.15 per color page. Users should be aware of the size of the document they are printing. Users should preview their print selections prior to printing and are

Use of Library Facilities and Grounds Policy

The Keyport Free Public Library building and its grounds shall be used for the benefit of the citizens of Keyport, NJ. Library activities shall have top priority over any and all requests for use of library property. Organizations and individuals who wish to use specific library facilities or grounds may request that the Library Director grant such permission but such use may incur a fee. These requests shall be considered if they meet the following criteria:

1. The use will not interfere with regular library operation.
2. The use will be of general value to citizens of Keyport.
3. The use of the library building and/or facilities shall not be primarily related to the purpose of profit or gain by an individual or profit-making organization.
4. The individual or organization shall assume responsibility for any loss or damage to the property which result from this use, as well as liability for any injury incurred through participation in the activity, by presenting either the insurance rider the receipt thereof, to the Director of the Library prior to the date of the function.
5. If the activity causes the library to incur any additional expenses, a fee shall be charged to recover these costs.
6. Library staff will not be available after the library closes. All activities must take place during library hours unless special permission is granted by the Director of the Library.
7. Use of unauthorized equipment is forbidden. The applicant shall clear the facility of any decorations, special equipment, etc. brought in by the organization.
8. Storage within the library is not available for organizations using the facility.
9. Unauthorized moving of library furniture or equipment is prohibited.
10. Changing equipment, electrical adjustments, or driving nails is prohibited.
11. Smoking is prohibited.
12. Alcoholic beverages are permitted with proper municipal permission.
13. The individual who applies for the use of library facilities or grounds must sign an agreement indicating acceptance of the above conditions.

Application Procedure

- Applications should be filed 30 days or more in advance of the date requested. A copy of the application will be kept on file at the library. Schedules will be prepared for one month at a time.
- Applications must list all facilities, equipment, personnel, date, and time needed.
- Custodial service will be the responsibility of any group requesting the use of the facility.

Keyport Free Public Library Facilities and Grounds Application

Today's Date _____

Organization Name _____

Event Name _____

Purpose of Event _____

Date Requested _____ Time Requested _____

Estimated Number of People Attending _____

Contact Person Name _____

Telephone number _____ Email _____

Proof of liability insurance provided _____

The applicant agrees to abide by the Library Board of trustees' policy on the use of Library facilities.

- The use will not interfere with regular library operation.
- The use will be of general value to citizens of Keyport.
- The use of the library building and/or facilities shall not be directly related to the purpose of profit or gain by an individual or profit-making organization.
- The individual or organization shall assume responsibility for any loss or damage to the property which result from this use, as well as liability for any injury incurred through participation in the activity, by presenting either the receipt of, or the insurance rider, to the Director of the Library prior to the date of the function.
- If the activity causes the library to incur any additional expenses, a fee shall be charged to recover these costs.
- Library staff will not be available after the library closes. All activities must take place during library hours unless special permission is granted by the Director of the Library.
- Use of unauthorized equipment is forbidden. The applicant shall clear the facility of any decorations, special equipment, etc. brought in by the organization.
- Storage within the library is not available for organizations using the facility.
- Unauthorized moving of library furniture or equipment is prohibited.
- Changing equipment, electrical adjustments, or driving nails is prohibited.
- Smoking is prohibited.
- Alcoholic beverages are permitted with proper municipal permission.
- The individual who applies for the use of library facilities or grounds must sign an agreement indicating acceptance of the above conditions.

Signature of Applicant: _____ Date _____

Approved: _____ Date _____

Director of the Keyport Free Public Library