

LIBRARY USE POLICY

General Use

Spencer Public Library is open to the general public 64 hours per week with the exception of holidays. Specific areas may be open at additional times for special events or meetings. All library policies, financial documents, information about library issues, and tours of the building are available to visitors upon request. Smoking is not permitted in the library building or on library grounds. No alcohol or controlled substances may be consumed on the premises of any public building in the city of Spencer. For behavior issues, please see the code of conduct policy.

Specific Areas:

ICN Room

The ICN room is used for library continuing education, board meetings, and ICN sessions. All use is covered under the ICN Conference Room Policy

Staff Room

The staff room is for the benefit of library employees. Maintained as a break area for staff members, it is their responsibility to keep this room policed and clean.

Work Area

Only persons involved in the library's operation are allowed in the staff work area unless specifically invited by library staff or board.

Round Room

In scheduling the use of this meeting room, programs sponsored by the library will receive first consideration, regardless of previous reservation. If not reserved for library purposes, this room is available for public gatherings of a cultural, educational, civic, or professional nature by visitors to the library. For details concerning use, see the Round Room Use Policy and Round Room Regulations.

Hallways

All hallways are unlocked during business hours to provide quick exit.

Restrooms

There are 4 restrooms for public use. Each is designed for one-person use. The restrooms near the Round Room are designated "men's" & "women's" respectively. The restrooms near the ICN room are each unisex. The restroom directly outside the ICN room contains a baby changer available to both male and female caretakers. The restroom inside the ICN room is available for meetings when the library is closed. Any damage to the restroom proper, equipment, or supplies contained therein, will be billed to the responsible party when identified.

Emergency Exits

In addition to the main front door and exterior ICN door, there are two emergency exit doors located on the north wall of the library. One is situated in the Computer/Multimedia area and one is on the northeast corner of the building, behind the staff work area. All doors are unlocked during normal business hours for safe egress in emergencies. Emergency exit lights are maintained above the doors by city and library staff.