

Tours and Events

General Policy

The Brockville Public Library Board and staff foster a 'Doors Open' philosophy and welcome school groups, community organizations and the general public to enjoy the facility and services.

Guidelines

1. The Library Board authorizes the CEO to encourage the use of the Library facilities for events and tours. This service is free of charge if scheduled during open business hours.
2. The Library may be used during non-business hours with the approval of the CEO. There is a fee for this service based on the cost of staffing specific to the request. Events may be levied an additional flat fee for basic facility use to be negotiated by the CEO at the time of booking.
3. All events and tours must be arranged with the CEO at least 14 business days before the required date.
4. Tours will provide an orientation to the facility, services, resources and programs of the Library and can be customized to the requirements of the group.
4. The Library reserves the right to select the timing of an event/tour based on the number of participants, availability staff and other factors affecting the regular operation of Library services.
5. All groups must be appropriately supervised. Group chaperones are responsible for the personal belongings of the group during the visit as well as ensuring that the participants respect the Library environment and other people.
6. Library cards may be prepared in advance if required. Please submit membership requests one week prior to the event/tour.
7. The Library staff would appreciate an advance courtesy call from large groups planning to visit the Library even when a tour is not required.

Board Motion Number 020-2014

Date: June 23, 2014

Signature of Chairman _____

Sources: Toronto Public Library, Barrie Public Library, New York Public Library