



Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017

Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

Scheduling and Use Priorities

1. Elections (Ames Public Library is a designated polling place)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

Guidelines for Meeting Room Use

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall in a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Interior-facing items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
- Groups are limited to two meeting room reservations per month.

Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.
- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.

- Study rooms may not be scheduled in advance.

Conduct and Liability

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

References

American Library Association:

["Library Bill of Rights"](#)

["Meeting Rooms: An Interpretation of the Library Bill of Rights"](#)