

## **Adrian District Library**

**Adrian, Michigan**

### **Designated Spaces Policy**

The Library reserves the right to limit access to and use of designated spaces designed for specific audiences and/or purposes. These areas are not open to the general public. Limited use/access areas include but are not limited to the Youth Services Department, the Teen Zone, Community Room, Community Room Lobby, the Loft, the Heritage Room, the Meeting Room and the Café / Makerspace Area.

#### **Youth Services Department**

The Youth Services Department is designed and intended for use by children, birth through eighth grade, and their parents/caregivers. All others should limit their visit to the Department to the perusal of the collection and the selection of materials.

#### **Teen Zone**

The Teen Zone is designed and intended for use by teens in grades 6 through 12. All others, including teens with adult tutors and teens with a parent/guardian should limit their visit to the Teen Zone to the perusal of the collection and the selection of materials. The Teen Zone is not intended to be a quiet study area.

#### **Community Room**

The Community Room provides space for library programs, library business, and library sponsored events. When not scheduled for library events, this space may be used by the public according to the parameters set forth in the Community Room Use Policy.

#### **Community Room Lobby**

The Community Room Lobby may be used by adults and teens (grades 6 through 12) as a quiet use area with approval from the Librarian in Charge (LIC). It may be used on a first come, first served basis. Seating in the Community Room Lobby is limited to twelve (12).

#### **The Loft**

The Loft is designed and intended for use by adults and teens (grades 6 through 12) as a quiet area. It shall not be used by children grade 5 or younger. The 'Board Room' table is not for individual use but may be used by small groups for study, business meeting, etc. with approval from the Librarian in Charge (LIC). "Quiet use" still applies. It may be used on a first come, first served basis. Seating at 'Board Room' table is limited to eight (8).

#### **Heritage Room**

The Heritage Room is designed and intended for genealogy and local history research. It is not to be used as a study room. Computer use is limited to microfilm scanner/printer, genealogy databases, library catalog and general genealogical/historical research. Due to the nature of the collection housed in the Heritage Room any child who is in grade 5 or younger will not be permitted in the Heritage Room unless accompanied by an adult and the student is using the resources only available in that room.

Infants and toddlers confined to a carrier or stroller may be with an adult. Absolutely no food or drinks are allowed in the Heritage Room. Room capacity: eight (8)

### **Meeting Room**

The Meeting Room provides space for library programs, library business, and library sponsored events. When not scheduled for library events, this space may be used by the public according to the parameters set forth in the Community Room Use Policy. Seating in the Meeting Room is limited to fifteen (15).

### **Café / Makerspace Area**

The Café / Makerspace Area provides space for library programs, library business, and library sponsored events. When not scheduled for library events, this space may be used by the public according to the parameters set forth in the Community Room Use Policy.

### **Patron Behavior**

All patrons of the library are expected and required to abide by the Patron Behavior Policy in order to ensure an atmosphere of courtesy, respect, excellent service, and a safe environment for all. This includes all spaces in the library, regardless of designation. A patron may be removed from any designated space in the library or the library itself if the patron does not abide by any Library policy, including this policy regarding specific use of designated spaces and the Patron Behavior Policy.

Adopted by the Adrian District Library Board

February 9, 2016; Revised January 21, 2020; Revised \_\_\_\_\_, 2022