



Bitterroot Public Library

306 State Street
Hamilton, MT 59840-2759
(406) 363-1670 FAX (406) 363-1678

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Ravalli County Commissioners

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The mission of the Bitterroot Public Library states that "Community residents from all walks of life will have access to quality library services that will provide programming and activities to support lifelong learning and encourage the pleasure of reading and the freedom of information."

In addition to providing a variety of materials, public computers and other pieces of technology, and frequent programs for children and adults, the library also provides a community room for use by groups and individuals as part of our efforts to fulfill our mission and serve our community. Dozens of community groups use the meeting room each year, from gardening clubs to homeowner's associations, as well as weekly programs for children and families and adults.

The library maintains neutrality in regard to the groups who use the community room. Use of the community room does not imply library support for the groups using it. Our meeting room policy is guided by the American Library Association Bill of Rights, which states:

"The Community Program Room is available to the public on an equitable basis. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors."

Due to decisions made at the Office of Public Instruction about funding for providers of adult education services, a financial hardship has been placed on Literacy Bitterroot. This is extremely unfortunate as Literacy Bitterroot has served our community at the highest level for more than two decades. At the present time, Missoula County Public Schools Adult Education has been tasked by the state to provide adult education services in Ravalli County. They requested to use the library's community room and, in accordance with our policy to provide equitable access, we allowed them to use the community room.

The library does not endorse one group over another and will continue to follow our community room policy. We are a library, not a legislative body, and have no control over decisions made at the Office of Public Instruction or in regard to state funding. We encourage all citizens of Ravalli County who are concerned about the changes in funding for adult education to become informed about the issue and contact their legislators and the Office of Public Instruction to voice their concerns.

Please contact the library or visit our website (www.bitterrootpubliclibrary.org) if you would like to view the community room policy and please contact the library director if you have additional questions or concerns.

Mark Wetherington
Library Director

BITTERROOT PUBLIC LIBRARY
COMMUNITY PROGRAM ROOM -- PROCEDURES AND RESPONSIBILITIES

The Community Program Room is available to the public on an equitable basis. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

To reserve the room:

- Reservations are taken on a first come first served basis by phone or in person.
- Reservations are made on a monthly basis. You may sign up for the following month on the first day the library is open in the present month. Library programs have precedence. To ensure the public has the opportunity to use the meeting room, groups and individuals may use the meeting room once per week for no more than five hours. Use must conclude by 10 p.m. Exceptions may be made by the director or director's designee for educational programs or other special circumstances
- West door key may be picked up during open hours in the library no more than 24 hours prior to using the room. The *responsible person* will sign this agreement to adhere to stated procedures and responsibilities. Please notify the library at least 24 hours before a meeting if it must be canceled.
- The key is left in the key return box *immediately* after the meeting.

Basic use responsibilities:

- The room is open to the public at all times.
- All publicity displayed or published related to meetings must clearly identify the sponsoring group and not imply sponsorship by the library. The name and address of the library may be listed as the location of the meeting room, i.e. Bitterroot Public Library, meeting room, 306 State Street, Hamilton, MT.
- Maximum occupancy is 49.
- Persons under the age of 18 must be accompanied by an adult.
- After the meeting:
 - Outside door and windows will be closed and locked
 - Carpet vacuumed, tabletops and kitchen will be left clean
 - Personal items will not be left in the library
 - Chairs and tables will be stacked
- Fees will be charged to the *responsible person* and/or future use may be denied when:
 - Key is not returned
 - Equipment, furnishings or facility is damaged
 - Losses are incurred as a result of leaving the building unlocked.
- For non-emergencies when the library is closed, including locking yourself out, please call 406-363-3033 so city dispatch can contact an on-call staff member. In case of emergencies, call 911.

Things to know:

- Alcoholic beverages may not be served or consumed on library property, except at special events hosted by the BPL Foundation, Friends of the Library, or library supporting organizations or associations and approved in advance.
- Use of the meeting room must comply with all local, state and federal laws.
- Charges are permitted in the form of a tuition fee for workshops and seminars to cover learning materials or course credits, but the program must be open for observation by members of the public who don't pay fees. Registration fees for non-profit groups may also be collected. Selling of goods or services is not permitted under any other circumstances.
Exception: Presenters, authors or other persons conducting programs sponsored by the Library, Library Foundation, or Friends of the Library may make materials available for purchase.
- Meeting room users may use the public grounds (i.e. lawn and gazebo) but these cannot specifically be reserved.

Responsible Person:

Print name

of people expected

Signature

Phone

Date

Purpose/Organization: _____

Staff Procedure: Key # _____ Key out (initial and date) _____ Key in (initial and date) _____

Confirm identity of responsible person by verifying as library cardholder or viewing photo ID if no library card