

## Guidelines for Recurring Weekly or Bi-Weekly Programs at the Library

- I. Leadership- No recurring library program will have a leader outside of instructors hired by the Programming Coordinator or Director with the purpose of running recurring library events. Should a recurring program be run by an instructor, attendees must wait for the instructor prior to entering the meeting space. Instructors must ensure that all attendees have vacated the meeting space prior to leaving and must inform staff that the program has concluded. Should the instructor be unable to run the program, it will be at the sole discretion of the Programming Coordinator and Director to either hire a temporary replacement of their choice or cancel the meeting.
- II. Cancellation- All information regarding library closings and cancellation will come from the Ellenville Public Library and Museum website EPLM.org, or from library staff whether at the front desk or by calling the library's main line at (845)647-5530.
- III. Code of Conduct- All individuals and instructors must follow the library's Code of Conduct at all times. Should an individual breach the Code of Conduct, they will be given a warning. Should they breach the Code of Conduct after their initial warning, they will be barred from attending library events for a period of one month. Should the behavior persist, the individual may be banned for an increasing period of time, and may be banned from the library altogether, pending a decision made by the Programming Coordinator, Director, and Board of Trustees as outlined in the library's policies.
- IV. Attendance- Any patron within the target demographic of the program may attend given that they are in good standing with the library and follow the library's Code of Conduct. Attendance is voluntary. It is the responsibility of all attendees to check the library website or call the library prior to the meeting time to confirm whether the library will be open during inclement weather. It is at the sole discretion of individuals attending the program whether the weather is conducive to attend the program should the library be open during the time of the meeting.
- V. Meeting times- Meeting dates and times are decided by the Programming Coordinator and/or Director of the library ONLY. The program begins at the time specified by the Programming Coordinator or Director and no earlier. Attendees must vacate the meeting space by the end of the time slot provided and are expected to plan their time accordingly. Should extenuating circumstances require that a group be given more time, and given two week's prior notice and approval from either the Programming Coordinator or the Director, a group may have up to half an hour of extra time.

- VI. Meeting space- The meeting space for the group will be determined by the Programming Coordinator or Director. Should both meeting spaces be required for other library business, the group will meet in the library if applicable. If the group meets in the library proper, they will make all effort to keep noise to an appropriate level, and will refrain from bringing food or drink into the library proper. The Programming Coordinator and Director will make a reasonable effort to avoid scheduling events in both meeting spaces when a recurring program is meant to meet. There will be no meeting outside of the library sanctioned as a library event. All such meetings are to be regarded as the meetings of individuals on their own and are in no way related to the library. The library will not advertise such unsanctioned meetings in any way.
- VII. Food and drink- Food and drink are allowed in the Conference Room and Community Room spaces as long as the group cleans up after themselves. No food or drink may be left behind or stored at the library. Staff may be offered food or drink if the group wishes, with the knowledge that this is not required or expected.
- VIII. Storage- With prior approval from the Programming Coordinator and Library Director recurring program groups may keep exactly **one** bin of supplies at the library in a designated area. Regardless of what project a group may have decided to work on, there will be no further storage allowances as per the Programming Coordinator and Library Director. All supplies not directly supplied by the library which do not fit in approved bin must be taken home by members of the group or understand that it will be considered as the property of the library and dealt with as the Programming Coordinator and Director see fit.
- IX. Donations- Should materials and/or funds be donated to the library with the intention of being used for a recurring program, it will be the sole discretion of the Programming Coordinator and Director how these materials and/or funds will be used. Should materials be donated, the Programming Coordinator and Library Director may opt to have members of the intended group select materials which they may take home and keep.
- X. Group Behavior- Should staff notice a pattern of disruptive behavior from individuals in recurring programs, the Programming Coordinator and/or Director may choose to limit the amount of times the group can meet, the length of their meetings, or cease offering space for the group altogether depending of the severity and frequency of the behavior.