



BILLERICA
PUBLIC LIBRARY

Meeting Room & Conference Room Policy Clarifications

The Board of Library Trustees recently made clarifications to the library's Meeting Room and Conference Room Policy in an effort to improve access, safety, and awareness of these rooms and the various non-library meetings hosted in them.

Listed below are the biggest changes and reasons for those changes. *Please note these changes are effective February 4, 2020.*

Please be sure to review the full meeting policy before making a booking:

<https://billericalibrary.org/the-library/policies/meeting-room-conference-room-policy/>

Room Availability

Change: The Meeting Room and Conference Room will no longer be available to the public to book or use on Sundays and summer Saturdays.

Reason: On Sundays and summer Saturdays, the library is minimally staffed, and so in the interest of safety and service, it was determined these rooms would not be made available to the public on Sundays and summer Saturdays. The rooms are still available for booking 64 of the 68 hours the library is open in a typical week.

Distinguishing Name and Descriptive Summary Required for Bookings

Change: Any group and/or organization making a booking must now provide a distinguishing name for their group and/or organization, as well as a descriptive summary of the meeting's topic and purpose.

Reason: Because all meetings must be open to the public, per existing policy, the use of vague names and meeting summaries was causing confusion. We have heard from the public that they would like meeting listings to be clearer to allow them to determine if they wish to attend.

Presence of the Individual Making the Reservation

Change: The individual making the reservation must check-in at the 2nd floor reference desk before a scheduled meeting begins and must be present for the duration of the meeting. Further, the individual making the reservation must notify the library in advance if they are unable to attend the meeting and wish to assign an alternative individual to serve as the individual making the reservation. This individual must meet all current policy requirements and assume all responsibilities. If the individual making the reservation is not present and previous arrangements have not been made, the meeting will be cancelled.

Reason: Per existing policy, the person who makes a reservation is responsible for ensuring policy compliance of the group and/or organization and must be present to fulfill that role. If they cannot be present, they must notify the library of a suitable replacement to assume that role. Further, in the event of closure or an emergency, library staff need to have a primary member of the group and/or organization on record to contact.

Promotion of Meetings

Change: Any posters, press releases, social media postings, or other publicity issued by a group and/or organization must make clear that meetings held in the library's meeting rooms are not sponsored, co-sponsored or approved by the library and that the meeting is open to the public. Failure to follow this guideline will result in cancellation of the meeting. Further, the following language will be added to meetings listed in the library's public calendar that are not sponsored or affiliated with the library: "This meeting has not been sponsored by Billerica Public Library."

Reason: When meetings are advertised and/or presented on the library's public calendar without a disclaimer, the public tends to assume that the library is organizing the event, because it is being held at the library. This means that questions about the event get directed to the library rather than the group and/or organization holding the meeting. Adding this disclaimer will help eliminate this confusion and increase the likelihood that questions will be made directly to the organizing groups and/or organizations.