



Policy on the use of dlr Library Spaces

March 2019

Introduction

Dún Laoghaire-Rathdown Library Service is at the heart of the local community and is committed to the Council's vision of 'Shaping a Better Future' for our county.

Activities taking place in library spaces must seek: *to connect and empower people, inspire ideas and support community potential*, thereby delivering the mission of the dlr Library Development Plan 2016-20.

Public Libraries are open, inclusive, civic spaces and are accessible to all. They play a key role in our local communities, proving focal places for people to meet, learn and exchange ideas.

In general the library spaces are programmed and curated by library staff or by colleagues in the County Council to bring events, workshops and training sessions to local communities. However the spaces may also be used by other interest groups and may be available for hire. This is at the discretion of the Branch Librarian.

Meeting rooms in dlr LexIcon are available for venue hire. Please check <http://venuehire.dlrllexicon.ie/> for details.

Aim & Objectives

To make library spaces accessible and available to key interest groups and stakeholders in the community.

To engage in a meaningful way with local people and enhance their quality of life.

Facilities

Dlr Libraries manage eight buildings throughout the county, varying in design, size and function. Some libraries have dedicated meeting spaces and they can be made available for use but subject to the following terms and conditions:

- a. Access and use of the libraries is at the discretion of the County Librarian and in accordance with dlr County Council Policy.
- b. Permission to use library spaces must be sought from the relevant Branch Librarian.
- c. Library Spaces may be used by community, non-profit, culture or education groups when not required for library events.
- d. Classes, workshops and exhibitions organised by Library Staff are deemed to be library events.
- e. Exhibitions or events organised in partnership with the library are deemed to be library events. This must be agreed with the Branch Librarian.
- f. Other meetings and gatherings with library affiliated reading/writing



circles may be deemed to be library events.

- g. Library spaces will be made available to other Council Departments on request and where feasible.
- h. Spaces are not made available for commercial purposes except under venue hire at dlr LexIcon.
- i. Libraries are democratic spaces and as such are not available for events organised with a political agenda.
- j. Exhibitions and events will be open to all members of the public and content must be in keeping with the philosophy of the library service, libraries are open and accessible to all and children are daily users of the service.
- k. In general spaces are available for use during library opening hours only.
- l. No petitions, collections or requests for funding may be made in connection with any group using the library space.
- m. dlr Libraries reserve the right to recoup any costs incurred in the use of the library spaces by other agencies or the costs of repair to damaged goods.
- n. dlr Libraries reserve the right to cancel or postpone an event, exhibition or workshop.

Booking Procedures

Each booking must be confirmed by email with the relevant Branch Librarian.

Reservations for spaces are confirmed on a 'first come, first served' basis.

All applicants must agree to the Terms and Conditions of use.

Evidence of Public Liability Insurance must be made available when confirming a booking.

Omission or misleading information provided on an application may cause the booking to be cancelled.

Confirmation and Cancellations

All bookings will be confirmed by email by the relevant Branch Librarian.

All cancellations must be made in writing (by email) and will be acknowledged by library staff.

Any costs incurred must be made good by the client.

Housekeeping Issues

All clients of the library spaces are expected to treat library staff and facilities with respect.

Clients must not disturb, impede or endanger other library users.

The library space must be vacated at agreed time and left tidy after events.

Light refreshments may be served with the permission of the Branch Librarian.

Attendance levels must comply with agreed Health & Safety occupancy limits. This decision must be respected by all.



Bookings may be cancelled in the interest of public safety and every effort

will be made by library staff to provide advance notice of such cancellations.

Library Staff will familiarise the client with the emergency evacuation procedures, exits and outside assemble points.

In the event of an emergency, the client and their customers must respect the decision of library staff to evacuate the building.

All complaints must be brought to the attention of the Branch Librarian and where necessary escalated with relevant Senior Executive Librarian.

All complaints will be dealt with according to the dlr Code of Conduct.

Library Staff reserve the right to review the usage of library spaces on a regular basis and thereby ensuring fairness to all.

Consultation with regular users shall be on-going and will inform future decision making.

Child Protection

Facilitators offering tuition for children must have an adequate number of adult assistants with appropriate child protection training & current Garda vetting.

dlr's Child Protection Policy applies to all users of library spaces and is available on our website at <https://libraries.dlrcoco.ie/using-your-library/policies-and-publications>

Protocol

An Cathaoirleach is the first citizen of the county. Where VIP guests are being invited notice must be given to the Branch Librarian. Protocol issues apply where An Cathaoirleach is in attendance.

Insurance

All clients booking library spaces must have the appropriate Public Liability Insurance and provide evidence of same to Branch Librarian.

The client is fully responsible for the insurance of any materials and equipment brought to the venue. Such materials and equipment are not covered by dlr County Council insurance.

dlr Libraries take precautions to minimise risk but will accept no responsibility for possible damage or theft of materials and/or equipment brought to the venue.

Publicity

Formal invitations or publicity material for non-library sponsored events must correctly acknowledge dlr Libraries. Wording to be agreed with Branch Librarian.

Clients are requested to publicly acknowledge dlr Libraries at any



launch, official opening, lecture etc.

All photographs taken in library spaces must follow dlr terms and conditions and respect dlr child protection policy. The same applies for any publicity through social media.

