

## **Amagansett Free Library Designated Spaces Policy**

The Library reserves the right to limit access and use of designated spaces within the building and in its digital, virtual, and social media spaces for specific audiences and/or purposes. Limited-use areas include, but are not limited to, the Children's Department, the Quiet Reading Room, the Young Adult Room, the Biography Room, the Reference Area, the Computer Lab, the Carleton Kelsey Local History Room, the Hillman Reading Room, the Community Meeting Room, the Library website, the Library Instagram Account, and the Library Facebook page. This policy also applies to all renamed and reallocated spaces within the building, as well as any newly emerging digital platforms adopted by the Library. Each has its own requirements, outlined below.

The Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces, and to make exceptions to designated use from time-to-time as the need arises.

### **The Quiet Reading Room**

The Quiet Reading Room is a designated quiet reading and browsing space for patrons of all ages. Cell phone use, speaking in online meetings over Zoom or similar platforms, and private tutoring are not permitted. If violations of these requirements are observed, library staff may at their discretion request patrons to move to another area of the library. Staff may provide reference assistance and reader's advisory to patrons and the resulting interactions are permitted and will be kept to a minimum length and volume.

### **The Children's Department**

The Children's Department is reserved for use by children ages birth- sixth grade, their parents/caregivers, and educators. A caregiver for a child younger than 10 must be at least 12 years old.

Adults unaccompanied by a child may enter the Children's Department to browse or obtain books and/or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the tables is generally not permitted and library staff may at their discretion request such adult patrons to leave the Children's Department. Private tutoring is not permitted in the Children's Department and library staff may at their discretion request such tutors to move to another area of the library.

### **Young Adult Room**

The Young Adult Room is reserved for use by teens in grades 6-12.

Adults unaccompanied by a teen may enter the Young Adult Room to browse or obtain books and/or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the tables is generally not permitted and library staff may at their discretion request such adult patrons to leave the Young Adult Room. Private tutoring is not permitted in the Young Adult Room and library staff may at their discretion request such tutors to move to another area of the library.

### **Upstairs Reference Area**

The Reference area encompasses the upstairs level of the library including the Hillman Reading Room, the Reference Desk, and Non-fiction Collection Stacks and seating areas. The Reference area is a quiet workspace for patrons of all ages. Patrons working collaboratively should speak at a quiet conversational level that is respectful of others using the space. Cell phone use and speaking in online meetings over Zoom or similar platforms are not permitted. If violations of these requirements are observed, library staff may at their discretion request patrons to move to another area of the library. Staff may provide reference or computer assistance to patrons and the resulting interactions are permitted and will be kept to a minimum length and volume.

### **Computer Lab**

The computer lab includes the desktop computers and laptops located in the upstairs reference area. Patrons may use these computers in accordance with the [Internet Policy](#). Headphones must be used if audio is needed, and video conferencing is not permitted as the Computer Lab is part of the quiet Reference Area.

### **The Carlton Kelsey Local History Room**

The Carlton Kelsey Local History Room is reserved for use by patrons doing local historical research. The collection contains rare books and documents related to the history of Amagansett and the surrounding towns. The Room is locked when it is unmonitored, but may be accessed with staff assistance based on staff availability or by appointment. Upon entry into the room, a staff member will assist with the patron's research, and then monitor the ensuing use of the room. Browsing is permitted but will be monitored. Monitoring is at the discretion of library staff and may be done from inside the room or from the reference desk. Patrons are not permitted to bring bags, pens, beverages, or food into the Local History Room.

### **Biography Room**

The Lower Level Biography Room is available for those doing collaborative work, including group meetings and tutoring. Patrons using the space for conversations should speak at a normal conversational level that is respectful of others using the space. Video chat, such as over Zoom or a similar platform, is permitted with headphones and use of a normal speaking voice.

### **Community Meeting Room**

The primary purpose of the library's meeting room is to serve Library sponsored services, programs, and activities including, but not limited to, small seminar-style programs, lecture style programs, critique groups, support groups, one-on-one programming, and staff work requiring designated space. Permission to use the Community Meeting Room may be granted to community groups, organizations, or individuals whose aims are Library-connected, educational, cultural, and open to the public. These types of room-use are subject to the terms of the library's [Meeting Room Use Policy](#).

When this room is not in use by the library, it is available as an extension of the Biography Room as a space for patrons for collaborative work or tutoring. The Library does not guarantee availability of this space for patrons, and patrons using the room may be asked to leave if the room is required for

library-related activities. Anyone using this room should be aware that it is an open space for other patrons when it is not in use, and library staff may access the space at any time for the retrieval of library materials.

**Amagansett Library Digital and Virtual Spaces**

The Library's virtual and electronic spaces, including its website, calendar, and social media accounts, are used for promotion of the library and its collections, for the dissemination of information, as well as for a variety of library-sponsored and library-supported programming. The use of these platforms by other organizations is strictly limited to the terms set first in our Meeting Room Use Policy, and are subject to the director's approval.

Adopted May 27, 2022