

Madison Public Library Meeting and Study Room Policy

DRAFT – Pending Library Board Approval on March 7, 2013

I. Intended Purpose and Sharing of Space

Madison Public Library encourages the use of meeting and study rooms where this use does not interfere with the normal functions of the library. These spaces are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use.

II. Locations, Contacts and Capacities

Availability varies by location. Some libraries have rooms that are mixed use and may have some limitations. Maximum capacity will vary by set up.

Library	Maximum Capacity
Central Library 201 W. Mifflin St. 608-266-6363	1 program room: 75 12 study rooms: 4-6 1 conference room: 14 2 meeting rooms: 125 (can be combined for capacity of 250)
Alicia Ashman Library 733 N. High Point Rd. 608-824-1780	1 study room: 6 1 meeting room: 80
Goodman South Madison Library 2222 S Park St. 608-266-6395	3 study rooms: 5 1 meeting room: 50
Hawthorne Library 2707 E. Washington Ave. 608-246-4548	1 study room: 6 1 meeting room: 75
Lakeview Library 2845 N. Sherman Ave. 608-246-4547	1 reading room: 20 1 meeting room: 20
Meadowridge Library 5740 Raymond Rd. 288-6160	1 reading room: 25

Monroe Street Library
1705 Monroe St.
608-266-6390

1 meeting room: 30
not handicapped accessible

Pinney Library
204 Cottage Grove Rd.
608-224-7100

1 meeting room: 50

Sequoia Library
4340 Tokay Blvd
608-266-6385

2 study rooms: 6 (can be combined for
capacity of 12)
2 meeting rooms: 40 (can be combined for
capacity of 80)

III. Public Use of Meeting Rooms

Introduction/purpose

Meeting and reading rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other functions. Meeting and reading rooms are intended for larger groups, and therefore minimum attendance requirements may be imposed. Meeting rooms are not intended for one-on-one discussions, study, or tutoring. (Please see study room information for smaller rooms, IV below.) Individuals and small groups under the minimum required may use a meeting room if it is not reserved, and they agree to this use policy.

Who can use meeting rooms without charge?

Preference is always given to Madison Public Library programs. After that preference may be given to City of Madison and Dane County government agencies and local non-profit/community groups. For all non-public meetings/events please see *V: Private Meeting Room Rentals*.

Representatives of State of Wisconsin or United States government agencies should contact the Administration office at 608-266-6363.

Applicants from outside the South Central Library System (System consists of Dane, Green, Columbia, Sauk, Wood, Portage and Adams counties) should contact the Administration office at 608-266-6363 for further information about reserving a meeting room.

Customer responsibilities

Customers must adhere to all library policies, including the behavior policy and the Meeting and Study Room Rules of Use. Staff will use their best judgment in determining inappropriate use and discuss with customers any activities that are unsuitable for the public gathering places.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Library staff will have free access to meeting rooms at all times.

IV. Public Use of Study Rooms

Introduction/purpose

The primary purpose of the study rooms is to provide space for small groups to meet and work. Groups may reserve study rooms in advance; individuals may use study rooms on a first come, first served basis. Study rooms must be reserved with a library card.

Reservations

Reservations may be made by library card holders aged 12 or older. For card holders below age 12, parent or guardian must make reservation and be in room while in use. Card holders making reservations must be present while room is in use. Reservations are not transferrable.

Applicants from outside the South Central Library System (System consists of Dane, Green, Columbia, Sauk, Wood, Portage and Adams counties) should contact the Administration office at 608-266-6363 for further information about reserving a study room.

V. Private Meeting Room Rentals

Madison Public Library provides meeting space for rent. Contact the Administration office at 608-266-6363 more information about or to begin the rental process.

Rental spaces are designated for use by:

1. non-profit groups requiring a closed private meeting space. (See also III: Public Use of Meeting Rooms for free use.)
2. individuals/organizations from outside the South Central service area
3. for-profit organizations/individuals
4. private meeting or social events
5. State of Wisconsin or U.S. Federal government meetings