

## **Parsons Memorial Library Workspace Policy**

The Parsons Memorial Library workspaces are available for public use during regular library hours. Such use may include remote work, employment seeking, job training, education, small group meetings, and personal development. Use of any workspace may be used without cost and for non-commercial purposes only. For larger group functions, please see the Community Room policy and application.

Workspaces may be reserved by contacting the library staff. Availability is given on a first come, first serve basis. Workspaces may be accessed at any time during library hours when not in use; however, priority will be given to reservations scheduled.

Use of workspaces are subject to following the Parsons Memorial Library Code of Conduct and Internet Use policy. Users may not engage in behavior that disrupts the comfortable and safe use of the library by others, hinders the operations of the library and/or monopolizes the time of the staff.

Food and beverages are permitted with the stipulation that all food materials are picked up and taken to appropriate waste bins and beverages are placed on appropriate drink coasters located throughout the library. Food and beverages are not permitted at the Public Use Computer station or around library owned equipment. When using library provided mugs or dishes, it is the responsibility of the user to clean dishes in the kitchenette of the Community Room.

All library services are available when using a workspace, which includes free Wi-Fi, copy and print services for 25¢ a page, hot beverage service, and use of available library electronic equipment. Electronic equipment will be checked out using the patron's library card in good standing for use while at the library. Electronic equipment includes laptops, portable power stations, noise reduction machines, headphones and a selfie ring-light stand.

Persons who ignore staff requests to comply with this policy may be asked to leave the property. Persons who repeatedly violate this policy or pose a threat to the comfort and safety of others may have their library privileges restricted or suspended.