

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Library *10*

BOARD AGENDA # \*B-9

Urgent  Routine

AGENDA DATE December 16, 2008

CEO Concurs with Recommendation YES  NO   
(Information Attached)

4/5 Vote Required YES  NO

SUBJECT:

Approval to Amend the Rules of Behavior Pertaining to Internet Use, and the Regulations Governing Special Purpose Rooms, for the Stanislaus County Library System

STAFF RECOMMENDATIONS:

1. Amend the Rules of Behavior as they pertain to Internet use, for the Stanislaus County Library System as detailed in Attachment A.
2. Amend the Regulations Governing Special Purpose Rooms for the Stanislaus County Library System as detailed in Attachment C.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2008-845

On motion of Supervisor Monteith, Seconded by Supervisor Grover

and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, Monteith, and Vice Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: District Two vacant

Abstaining: Supervisor: None

1) X Approved as recommended

2) \_\_\_\_\_ Denied

3) \_\_\_\_\_ Approved as amended

4) \_\_\_\_\_ Other:

MOTION:

ATTEST:

*Christine Ferraro*  
CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Amend the Rules of Behavior and the Regulations Governing Special Purpose Rooms, for the Stanislaus County Library System.

Page 1

**DISCUSSION:**

The Stanislaus County Library Rules of Behavior were first adopted by the Board of Supervisors on March 26, 1985, amended on March 11, 1997, April 1, 2003, December 19, 2006, and again on September 25, 2007. The purpose of this agenda item is to amend the portion of the Rules of Behavior pertaining to Internet use by the public.

The Internet Rules and Internet Use Policy & Procedures, which are subsections of the Library's general Rules of Behavior (Attachment A), were established in June 1997 and revised August 1998, April 2003, and December 2006. Library staff provides services to the public each day. The Library currently provides Internet services to more than 264,000 customers annually. Internet rules are posted for customers and interpreted for them by staff whenever necessary. Each customer must be aware of the Rules and abide by them in order not to infringe upon the rights of others using the Library. Internet Rules are posted next to each Internet station and on each computer screen.

Clarification of the current Internet Rules is needed regarding the number of users allowed at Internet stations and regarding the age of minors requiring an adult present to monitor them when using the Internet. Customers misunderstand the policy as it is currently written and the Rules do not address the computers located in each library specifically designated for use by children under the age of 13. The Internet Use Policy & Procedures section has been moved to the Internet Rules section and the Internet Rules have been rearranged in a more logical order with paragraphs given Roman numerals for consistency. The "Internet Sign-Up" section (in attachment A) has been removed because these procedures changed when the Library installed automated self-sign up software.

Additionally, the document name has been changed from Rules of Behavior to Rules for Behavior. This change more accurately describes the purpose of the document.

The Stanislaus County Library regulations governing special purpose rooms, which were approved by the Board of Supervisors on February 6, 2007, apply to use of library facilities in Modesto, Empire, Newman, Oakdale, Patterson, Riverbank, and Salida. Those libraries have multi-purpose rooms ranging in occupancy from 12 to 259 persons. The Modesto Library also has an Auditorium which seats up to 140 people. People and organizations are invited to rent these rooms for non-commercial public meetings and events of a cultural, educational, artistic, intellectual, or charitable nature, for a very modest fee that may be waived under limited circumstances.

Approval to Amend the Rules of Behavior and the Regulations Governing Special Purpose Rooms, for the Stanislaus County Library System.

Page 2

One current condition for room use is that all applicants must provide insurance coverage for their event. Groups or individuals who do not have a standing insurance policy acceptable to the County are directed by the special purpose room regulations to inquire about coverage administered through the CEO-Risk Management Division. This insurance is provided by Alliant Insurance Services, Incorporated, which issues liability insurance policies for special events.

Recently, Library Administration has become aware that the insurance requirement is a barrier to small groups of people wishing to use the smaller special purpose rooms for "book study" and similar meetings. The lowest cost for Alliant's event insurance is \$85.00, which covers a group of 2 to 100 persons. In the last eighteen months, approximately ten applicants have declined to use the rooms after learning about the insurance requirement.

Library Administration believes that the monetary risk posed to the County is miniscule in proportion to the public benefit of encouraging small groups to use the special purpose rooms without providing their own insurance. To date, there have been no serious injuries or damage as a consequence of special purpose room use. Therefore, the proposed amendment to the special purpose room regulations would dispense with the insurance requirement for groups of fifteen (15) or less attendees at Administration's discretion.

In order to qualify, the group or organization must be uninsured, and not have liability insurance otherwise available to it through any sponsoring or umbrella organization it is affiliated with. Furthermore, to minimize risk, the event cannot:

- include equipment use other than personal electronics (e.g. notebook computers, projector) or Library equipment provided for any group to use as established in the regulations;
- engage in food or beverage service;
- include artistic performances or like activities (dance, theater, calisthenics, etc.).

The group's representative will be required, as is current policy, to sign an indemnification agreement with the County establishing the group's responsibility for injury or loss arising from the group's use of a room. All other special purpose room regulations and Library rules must be adhered to by an uninsured group, including payment of the room reservation fee.

Furthermore, the Library requests the regulations be amended to allow public groups to use the meeting rooms during hours when a library is closed for regular business. Currently, only government-related groups may use a room after hours. However, the

Approval to Amend the Rules of Behavior and the Regulations Governing Special Purpose Rooms, for the Stanislaus County Library System.  
Page 3

Library desires to lift this barrier to public use, provided the group pays in advance for a Library contracted security officer to be on the premises to monitor the group's use and lock up the facilities after the event is finished.

**POLICY ISSUES:**

Approval of this agenda item amending the Library's Internet Rules of Behavior and Regulations Governing Special Purpose Rooms will assist the Department in continuously improving business efficiencies. The Board of Supervisors should determine if this recommended action is consistent with its priority of efficient delivery of public services.

**STAFFING IMPACT:**

There is no staffing impact associated with this item.

**STANISLAUS COUNTY LIBRARY  
RULES OF FOR BEHAVIOR**

**Adopted by the Stanislaus County Board of Supervisors on March 26, 1985;  
Amended on March 11, 1997; April 1, 2003;  
December 5, 2006; December 19, 2006; September 25, 2007**

**No person shall, in or on the grounds of any Stanislaus County library, engage in any behavior that interferes with another person's use of the library or with the ability of a member of the library staff to perform his or her job. This includes all disruptive and unsafe behavior such as that listed below:**

**GENERAL RULES:**

1. Engaging in any activity prohibited by law.\*
2. Being under the influence of alcohol or a controlled substance as defined by California law.
3. Making loud noise, using offensive language, verbal abuse, insulting language, intimidating language, verbal threats or non-verbal threats, repeated unwelcome advances, offensive gestures, or staring at another person, which could reasonably be expected to disturb others.
4. Failing to maintain personal cleanliness or extremely poor hygiene.
5. Consuming food or beverages in the library, except in designated areas, as authorized by the County Librarian. Patrons may consume water only, in closed containers, throughout the public areas of the library.
6. Smoking in the library.
7. Use of bicycles, tricycles, scooters, skates, skateboards, or roller blades in the library or on the walkways surrounding the library in any way to impede access to the library.
8. Obstructing library entrances, exits, aisles, or other areas in any manner with large items such as backpacks, luggage, wheelchairs, walkers, strollers, shopping carts, or any items named in 7, which may create a safety hazard.
9. Harassing a library customer or staff. "Harass" includes any verbal or non-verbal conduct which is likely to frighten, embarrass, anger, or annoy a person to the extent that that person's use of the library or ability to work in the library is unreasonably curtailed by the conduct.
10. Engaging in sexual conduct such as exposure or touching.

11. Engaging in any activity that may result in injury or harm to any person.
12. Running in the library.
13. Engaging in any activity that may result in damage to property, belonging to the library or another person including altering software configurations, or vandalizing or defacing materials, equipment or facilities. (Note: The parent or guardian of a minor who willfully and maliciously commits any act within the scope of Education Code section 19910 shall be liable for all damages so caused by the minor.)
14. Bringing any animal, except for guide or assistance dogs onto the premises.
15. Soliciting, petitioning, or selling merchandise. Conducting any business for personal gain or any service for a fee is prohibited.
16. Sleeping in the library facilities, utilizing the library facilities for bathing, washing clothes, washing utensils or other items, or preparing food. No person shall camp in library facilities or on library grounds. Camping means the use of library property for living accommodations.
17. Bringing in any weapons. Weapons include all items listed in the Penal Code sections 653k, 171b, and 12020.
18. Participating in any gaming or gambling (Penal Code sections 330-337j).
19. Engaging in activities that are disruptive by repeated violations of computer use guidelines.

**SAFETY RULES:**

The library is not responsible for children who are left unattended.

Be aware of your personal property. The library is not responsible for personal items that are lost, stolen or damaged.

Any personal property left unattended will be subject to being removed.

**INTERNET RULES INTERNET/COMPUTER RULES AND GUIDELINES:**

- i. The individual signing up must be the one using the computer.

- ii. No more than two people may sit be at a computer terminal in the adult Internet/computer area. Only one user and two observers are allowed at a children's computer at one time.
- iii. To use the adult Internet/computer stations, customers aged 12 and under must be accompanied by a parent or guardian with proper identification to use adult internet stations. The parent or guardian must remain at the computer with the child to monitor use.

Children's Internet/computer stations are reserved for children ages 4-12.  
Children ages 4-8 4-7 must have an adult with them at the computer at all times.

- iv. Users may not:
  - a. Use the Library's Internet terminals for illegal or unethical purposes.
  - b. Make any attempt to alter or damage computer hardware or software.
  - c. Use the computers to make unauthorized entry into other networks or systems.
  - d. Invade the privacy of others or send harassing or threatening messages.
  - e. Use the Library's Internet terminals to view or disseminate illegal images.
  - f. Make unauthorized copies of copyrighted or licensed software or data.
  - g. Make distracting noises at or around the terminals.
- v. Repeated access to sites that are offensive to other patrons and staff will be treated as harassment.
- vi. Providing internet access at public terminals involves adapting what is ordinarily a private instrument, the personal computer, to a public setting. When using a Library computer, privacy cannot be guaranteed. Users are cautioned that the Library computers on which the public can access the internet are in public areas which must be shared by library users of all ages, backgrounds and sensibilities. Individuals are asked to consider this and to respect the sensibilities of others when accessing potentially offensive information and images.
- vii. Users are cautioned that the internet is not a secure medium and the privacy of electronic communication cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

**Violations to the Internet/Computer Rules And Guidelines may result in loss of Internet privileges. Any illegal activity involving the Library's Internet connections will be subject to prosecution by the appropriate authorities.**

-- -- -- --

- \* **Persons in apparent violation of any Federal, State, or Local law will be reported to law enforcement and legal action will be taken which may result in arrest and prosecution.**

**The library reserves the right to restrict persons who do not abide by the Rules from the use of its facilities and premises. Noncompliance with the library's Rules may result in an individual being required to leave the library premises immediately and/or loss of library privileges.**

**~~INTERNET USE POLICY & PROCEDURES:~~**

**Please Note: The following 3 paragraphs were moved to the above subsection named INTERNET/COMPUTER RULES AND GUIDELINES**

~~Providing internet access at public terminals involves adapting what is ordinarily a private instrument, the personal computer, to a public setting. When using a Library computer, privacy cannot be guaranteed. Users are cautioned that the Library computers on which the public can access the internet are in public areas which must be shared by library users of all ages, backgrounds and sensibilities. Individuals are asked to consider this and to respect the sensibilities of others when accessing potentially offensive information and images.~~

~~Users are cautioned that the internet is not a secure medium and the privacy of electronic communication cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.~~

~~Repeated access to sites that are offensive to other patrons and staff will be treated as harassment.~~

**Internet Sign-up:**

~~See a library staff member to sign up. You must show a staff member your library card or photo ID to use the internet. At the Modesto Library, sign up at the Magazine Desk.~~

~~You may sign up for two (2) one hour sessions per day. Modesto offers a 15 minute express e-mail computer. Customers may sign up for two (2) express e-mail sessions per day.~~

~~If there is no one waiting to use the internet, you may be allowed to stay on longer than the time allotment above described.~~

~~If there are people waiting to use the internet, five minute warnings are given before time is up. The five minute warnings are given in the order the customer signed up.~~

~~For rules governing use, see Library Rules.~~

**PUBLIC WIRELESS INTERNET ACCESS POLICY:**



The Stanislaus County Library provides free Internet access points or "hot spots" in designated areas in each of its branches during normal library business hours. A valid Stanislaus County Library card and PIN are required. Use of the Library's wireless internet network constitutes acceptance of and an agreement to abide by the following rules and limitations:

### **Acceptable Use**

All customers are expected to use the Library's wireless network in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Wireless access is not filtered and users shall abide by all applicable laws, rules, and regulations of the State of California, the Federal government, and the Stanislaus County Library. Parents and guardians are responsible for determining what information is appropriate for their children. The Library is not responsible or liable to minors, their parents or guardians for exposure to obscene or objectionable content viewed on personal computers through use of the Library's wireless network.

Violation of the Library's Wireless and Internet Use Policy or abuse of networking equipment may result in the denial of access to the wireless network in all Stanislaus Library branches. Unlawful activity will be dealt with in an appropriate manner up to and including referral to the appropriate law enforcement agency.

### **Equipment and Technical Assistance**

Laptops and other devices should be equipped with a wireless card that supports the WiFi standard (IEEE 802.11b/802.11g). Users are responsible for configuring their equipment and the Library makes no guarantee that a user's hardware will work with the Library's wireless connection. Library staff is not able to provide technical assistance. Users would need to contact technical support as applicable to their personal equipment. Printing is not available for wireless users.

### **Safety and Security**

As with most public wireless networks, the Library's wireless connection is not secure. Information being transmitted could potentially be intercepted by another wireless user. Wireless users may choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless network. Wireless users should take appropriate precautions when using this service.

All wireless access users are encouraged to have up-to-date virus protection on their laptop computers or wireless devices. The Library is not responsible for any information (e.g. credit card) that is compromised, or for any damage caused to a user's hardware or software such as electric surges, security issues or consequences caused by viruses or hacking.

## ATTACHMENT A

Limited electrical outlets are available for customers using their laptops or notebooks, in certain sections of the Library, instead of using their computer's battery power exclusively. However, users may not unplug Library equipment to use an outlet. Users may have Library privileges revoked or suspended and may be held financially responsible by the Library for creating unreasonably unsafe conditions, such as a tripping hazard with power cords or transformers, which cause damage to property or injury to Library employees or other customers.

**STANISLAUS COUNTY LIBRARY  
RULES FOR BEHAVIOR**

**Adopted by the Stanislaus County Board of Supervisors on March 26, 1985;  
Amended on March 11, 1997; April 1, 2003; December 5, 2006;  
December 19, 2006; September 25, 2007; December 16, 2008.**

**No person shall, in or on the grounds of any Stanislaus County library, engage in any behavior that interferes with another person's use of the library or with the ability of a member of the library staff to perform his or her job. This includes all disruptive and unsafe behavior such as that listed below:**

**GENERAL RULES:**

1. Engaging in any activity prohibited by law.\*
2. Being under the influence of alcohol or a controlled substance as defined by California law.
3. Making loud noise, using offensive language, verbal abuse, insulting language, intimidating language, verbal threats or non-verbal threats, repeated unwelcome advances, offensive gestures, or staring at another person, which could reasonably be expected to disturb others.
4. Failing to maintain personal cleanliness or extremely poor hygiene.
5. Consuming food or beverages in the library, except in designated areas, as authorized by the County Librarian. Customers may consume water only, in closed containers, throughout the public areas of the library.
6. Smoking in the library.
7. Use of bicycles, tricycles, scooters, skates, skateboards, or roller blades in the library or on the walkways surrounding the library in any way to impede access to the library.
8. Obstructing library entrances, exits, aisles, or other areas in any manner with large items such as backpacks, luggage, wheelchairs, walkers, strollers, shopping carts, or any items named in 7, which may create a safety hazard.
9. Harassing a library customer or staff. "Harass" includes any verbal or non-verbal conduct which is likely to frighten, embarrass, anger, or annoy a person to the extent that that person's use of the library or ability to work in the library is unreasonably curtailed by the conduct.
10. Engaging in sexual conduct such as exposure or touching.

11. Engaging in any activity that may result in injury or harm to any person.
12. Running in the library.
13. Engaging in any activity that may result in damage to property, belonging to the library or another person including altering software configurations, or vandalizing or defacing materials, equipment or facilities. (Note: The parent or guardian of a minor who willfully and maliciously commits any act within the scope of Education Code section 19910 shall be liable for all damages so caused by the minor.)
14. Bringing any animal, except for guide or assistance dogs onto the premises.
15. Soliciting, petitioning, or selling merchandise. Conducting any business for personal gain or any service for a fee is prohibited.
16. Sleeping in the library facilities, utilizing the library facilities for bathing, washing clothes, washing utensils or other items, or preparing food. No person shall camp in library facilities or on library grounds. Camping means the use of library property for living accommodations.
17. Bringing in any weapons. Weapons include all items listed in the Penal Code sections 653k, 171b, and 12020.
18. Participating in any gaming or gambling (Penal Code sections 330-337j).
19. Engaging in activities that are disruptive by repeated violations of computer use guidelines.

**SAFETY RULES:**

The library is not responsible for children who are left unattended.

Be aware of your personal property. The library is not responsible for personal items that are lost, stolen or damaged.

Any personal property left unattended will be subject to being removed.

**INTERNET/COMPUTER RULES AND GUIDELINES:**

- i. The individual signing up must be the one using the computer.

- ii. No more than two people may be at a computer in the adult Internet/computer area. Only one user and two observers are allowed at a children's computer at one time.
- iii. To use the adult Internet/computer stations, customers aged 12 and under must be accompanied by a parent or guardian with proper identification to use adult Internet stations. The parent or guardian must remain at the computer with the child to monitor use.

Children's Internet/computer stations are reserved for children ages 4-12.  
Children ages 4-7 must have an adult with them at the computer at all times.

- iv. Users may not:
  - a. Use the Library's Internet terminals for illegal or unethical purposes.
  - b. Make any attempt to alter or damage computer hardware or software.
  - c. Use the computers to make unauthorized entry into other networks or systems.
  - d. Invade the privacy of others or send harassing or threatening messages.
  - e. Use the Library's Internet terminals to view or disseminate illegal images.
  - f. Make unauthorized copies of copyrighted or licensed software or data.
  - g. Make distracting noises at or around the terminals.
- v. Repeated access to sites that are offensive to other patrons and staff will be treated as harassment.
- vi. Providing Internet access at public terminals involves adapting what is ordinarily a private instrument, the personal computer, to a public setting. When using a Library computer, privacy cannot be guaranteed. Users are cautioned that the Library computers on which the public can access the Internet are in public areas which must be shared by library users of all ages, backgrounds and sensibilities. Individuals are asked to consider this and to respect the sensibilities of others when accessing potentially offensive information and images.
- vii. Users are cautioned that the Internet is not a secure medium and the privacy of electronic communication cannot be guaranteed. All transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

**Violations to the Internet/Computer Rules And Guidelines may result in loss of Internet privileges. Any illegal activity involving the Library's Internet connections will be subject to prosecution by the appropriate authorities.**

-----

- \* **Persons in apparent violation of any Federal, State, or Local law will be reported to law enforcement and legal action will be taken which may result in arrest and prosecution.**

**The library reserves the right to restrict persons who do not abide by the Rules from the use of its facilities and premises. Noncompliance with the library's Rules may result in an individual being required to leave the library premises immediately and/or loss of library privileges.**

**PUBLIC WIRELESS INTERNET ACCESS POLICY:**

The Stanislaus County Library provides free Internet access points or "hot spots" in designated areas in each of its branches during normal library business hours. A valid Stanislaus County Library card and PIN are required. Use of the Library's wireless Internet network constitutes acceptance of and an agreement to abide by the following rules and limitations:

**Acceptable Use**

All customers are expected to use the Library's wireless network in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Wireless access is not filtered and users shall abide by all applicable laws, rules, and regulations of the State of California, the Federal government, and the Stanislaus County Library. Parents and guardians are responsible for determining what information is appropriate for their children. The Library is not responsible or liable to minors, their parents or guardians for exposure to obscene or objectionable content viewed on personal computers through use of the Library's wireless network.

Violation of the Library's Wireless and Internet Use Policy or abuse of networking equipment may result in the denial of access to the wireless network in all Stanislaus Library branches. Unlawful activity will be dealt with in an appropriate manner up to and including referral to the appropriate law enforcement agency.

**Equipment and Technical Assistance**

Laptops and other devices should be equipped with a wireless card that supports the WiFi standard (IEEE 802.11b/802.11g). Users are responsible for configuring their equipment and the Library makes no guarantee that a user's hardware will work with the Library's wireless connection. Library staff is not able to provide technical assistance. Users would need to contact technical support as applicable to their personal equipment. Printing is not available for wireless users.

**Safety and Security**

As with most public wireless networks, the Library's wireless connection is not secure. Information being transmitted could potentially be intercepted by another wireless user. Wireless users may choose not to transmit personal information (credit card numbers, passwords, and any other sensitive information) while using any wireless network. Wireless users should take appropriate precautions when using this service.

All wireless access users are encouraged to have up-to-date virus protection on their laptop computers or wireless devices. The Library is not responsible for any information (e.g. credit card) that is compromised, or for any damage caused to a user's hardware or software such as electric surges, security issues or consequences caused by viruses or hacking.

Limited electrical outlets are available for customers using their laptops or notebooks, in certain sections of the Library, instead of using their computer's battery power exclusively. However, users may not unplug Library equipment to use an outlet. Users may have Library privileges revoked or suspended and may be held financially responsible by the Library for creating unreasonably unsafe conditions, such as a tripping hazard with power cords or transformers, which cause damage to property or injury to Library employees or other customers.

**STANISLAUS COUNTY LIBRARY  
REGULATIONS GOVERNING SPECIAL PURPOSE ROOMS**

**APPROVED BY THE BOARD OF SUPERVISORS  
FEBRUARY 6, 2007  
AMENDED DECEMBER 16, 2008**

---

- A. The Stanislaus County Library regulations governing special purpose rooms shall apply to use of the library facilities listed in Appendix "A" which is incorporated into these regulations and may be amended by the County Librarian from time to time.

Persons wishing to reserve a special purpose room must pay the following non-refundable fees in advance:

- \$10 to reserve the Modesto Library Conference Room
- \$30 to reserve the McHenry Room (the Modesto Library Auditorium)
- \$30 to reserve any other library conference room
- No charge to reserve the Patterson Library conference rooms

- B. The Library ~~Administration Office~~ shall schedule the use of all special purpose rooms. The following must be completed and submitted by specific deadlines:

- Payment of fees or Fee Waiver Form, if eligible (14 days prior to event);
- Proof of insurance acceptable to county (10 days prior to event);
- Request for Security Staff if necessary, such as when event is held outside of Library's service hours (10 days prior to event).

1. Proof of Insurance:

a. Persons or groups using the library facilities must maintain insurance which shall insure Stanislaus County against any liability arising from use of a room. Individuals or groups must have \$1 million General Liability Insurance naming the county as an additional insured. Applicants must submit proof of insurance to Library administration.

b. If the applicant cannot submit a separate policy, a certified copy of the organization's general liability insurance policy and a separate signed letter from the insurance carrier indemnifying Stanislaus County must be submitted. Applicants who do not have insurance may purchase a one day insurance policy from Alliant Insurance Services by calling (209) 558-7801. Government agencies may submit proof of self-insurance.



c. The Library may, at its discretion, waive the insurance requirement for non-commercial, unincorporated, and unassociated persons or groups that will not exceed fifteen (15) persons per meeting. The person or group must not have its own insurance and not have insurance available to it through a sponsoring entity. The group may not use equipment other than personal electronics (e.g. notebook computers, projector) or library equipment provided in paragraph L, below; serve food or beverages; or engage in artistic performances or like activities (dance, theatre, calisthenics, etc.), in order to qualify for an insurance waiver.

d. All groups serving food or beverages must have insurance at the \$1 million amount. For caterers working on site, caterers must submit evidence of insurance at the same amount.

## 2. Request for Security Staff:

If ~~an government-related~~ event takes place during hours library personnel are not on duty, a county employee must be hired for the protection of county property. Usually, a security officer would be hired. Time before or after library service hours is considered overtime for the security officer. The cost of overtime compensation is a four hour minimum at a rate of \$18.00 per hour per officer, which the user must pay to the County 10 days in advance. Library staff will determine the number of security officers needed based on the size of the event.

This subsection is inapplicable to the Patterson Library special purpose rooms, as reservations are made through the City of Patterson which does not require security present for after-hours meetings.

- C. Rooms are available to cultural, educational, artistic, and government organizations or groups, or organizations engaged in educational, cultural, intellectual, or charitable activities. County facilities shall not be used for partisan political meetings/programs. All meetings and programs must be open to the general public. Use must be consistent with the general use of the Library and cannot interfere with staff or other customers' use of the Library for its intended purpose. Prohibited use is any behavior that is likely to disturb library customers, impede library staff, or endanger the library building or collection. The library staff have a right to reject a reservation request of the community room(s) if the anticipated meeting is likely to be unreasonably disruptive to regular library functions (e.g. amplified concerts, motorized equipment, loud demonstrations, etc.)
- D. Rooms are available only when there is no library-sponsored activity scheduled.
- E. To ensure all organizations or groups an equal opportunity, none may schedule a regular series of meetings, and no meetings may be scheduled more than two months in advance. Only one meeting may be booked at a time. A meeting

must be held before another by the same organization or group may be booked. Reservations for use of the meeting rooms must be made at least 14 days in advance. Exceptions to reservation policies may be allowed by the County Librarian for library-related functions or regular meetings of government legislative bodies. ~~Meetings of government bodies or government-related legislative bodies are exempted from these regulations.~~

- F. The meeting room agreement must be signed and the fee paid no less than 10 days before the event or else the reservation will be cancelled. The person signing the meeting agreement must be at least 18 years of age and an authorized representative of the organization.
- G. All meetings must be held during library open hours, unless excepted pursuant to Paragraph "E B.2.," above.
- H. Youth groups must have adult chaperones present.
- I. No admission fee may be charged nor may funds be solicited, and there may be no sales or advertisements of a commercial nature.
- J. No smoking or alcoholic beverages are permitted in the library or meeting rooms.
- K. If the room must be opened early before the meeting or kept open after library hours for ~~government~~ groups, ~~someone~~ a library employee, such as a security officer, must be there at all times for security purposes. Pursuant to paragraph B.2., above, the County does not allow organizations to have access to keys ~~and~~ or codes to County buildings.
- L. The following equipment may be available for use: podium, sound system, piano, and two small tables. All other items must be furnished by the group.
- M. Unlike other library meeting rooms, the portico of the Modesto Library will be available only for library-sponsored events.

**McHenry Room (Main Library Auditorium)  
Special Provisions**

1. Room set-up will be done by a designated library ~~aide~~ employee.
2. Due to the storage of equipment, the lighting booth will no longer be accessible to auditorium renters. The guard on duty can change room lighting from the lighting booth, if desired.
3. Assistive listening devices and a microphone are available and should be requested when the auditorium is reserved.

4. The green room, off the stage, will be kept locked at all times, as it is used for children's department storage.

## APPENDIX "A"

## LIBRARY FACILITIES LIST AND INFORMATION

- |    |  |  |
|----|--|--|
| 1. | Modesto Library McHenry Room:<br>(Main Library Auditorium)<br>1500 "I" Street, Modesto, CA 95354 | (209) 558-7801                                     |
| 2. | Modesto Library Conference Room:<br>1500 "I" Street, Modesto, CA 95354                           | (209) 558-7801                                     |
| 3. | Empire Library:<br>18 South Abbie Street, Empire, CA 95319                                       | (209) 524-5505                                     |
| 4. | Newman Library:<br>1305 Kern Street, Newman, CA 95360  | (209) 862-2010                                     |
| 5. | Oakdale Library:<br>151 South First Avenue, Oakdale, CA 95361                                    | (209) 847-4204                                     |
| 6. | Patterson Library:<br>46 North Salado, Patterson, CA 95363                                       | (209) 895-8080<br>(City of Patterson)              |
| 7. | Riverbank Library:<br>3442 Santa Fe Avenue, Riverbank, CA 95367                                  | (209) 869-7008                                     |
| 8. | Salida Library:<br>4835 Sisk Road, Salida, CA 95368  | <del>(209) 543-7315</del><br><u>(209) 543-7353</u> |

**STANISLAUS COUNTY LIBRARY  
REGULATIONS GOVERNING SPECIAL PURPOSE ROOMS**

**APPROVED BY THE BOARD OF SUPERVISORS  
FEBRUARY 6, 2007  
AMENDED DECEMBER 16, 2008**

---

- A. The Stanislaus County Library regulations governing special purpose rooms shall apply to use of the library facilities listed in Appendix "A" which is incorporated into these regulations and may be amended by the County Librarian from time to time.

Persons wishing to reserve a special purpose room must pay the following non-refundable fees in advance:

- \$10 to reserve the Modesto Library Conference Room
- \$30 to reserve the McHenry Room (the Modesto Library Auditorium)
- \$30 to reserve any other library conference room
- No charge to reserve the Patterson Library conference rooms

- B. The Library shall schedule the use of all special purpose rooms. The following must be completed and submitted by specific deadlines:

- Payment of fees or Fee Waiver Form, if eligible (14 days prior to event);
- Proof of insurance acceptable to county (10 days prior to event);
- Request for Security Staff if necessary, such as when event is held outside of Library's service hours (10 days prior to event).

1. Proof of Insurance:

a. Persons or groups using the library facilities must maintain insurance which shall insure Stanislaus County against any liability arising from use of a room. Individuals or groups must have \$1 million General Liability Insurance naming the county as an additional insured. Applicants must submit proof of insurance to Library administration.

b. If the applicant cannot submit a separate policy, a certified copy of the organization's general liability insurance policy and a separate signed letter from the insurance carrier indemnifying Stanislaus County must be submitted. Applicants who do not have insurance may purchase a one day insurance policy from Alliant Insurance Services by calling (209) 558-7801. Government agencies may submit proof of self-insurance.

c. The Library may, at its discretion, waive the insurance requirement for non-commercial, unincorporated, and unassociated persons or groups that will not exceed fifteen (15) persons per meeting. The person or group must not have its own insurance and not have insurance available to it through a sponsoring entity. The group may not use equipment other than personal electronics (e.g. notebook computers, projector) or library equipment provided in paragraph L, below; serve food or beverages; or engage in artistic performances or like activities (dance, theatre, calisthenics, etc.), in order to qualify for an insurance waiver.

d. All groups serving food or beverages must have insurance at the \$1 million amount. For caterers working on site, caterers must submit evidence of insurance at the same amount.

## 2. Request for Security Staff:

If an event takes place during hours library personnel are not on duty, a county employee must be hired for the protection of county property. Usually, a security officer would be hired. Time before or after library service hours is considered overtime for the security officer. The cost of overtime compensation is a four hour minimum at a rate of \$18.00 per hour per officer, which the user must pay to the County 10 days in advance. Library staff will determine the number of security officers needed based on the size of the event.

This subsection is inapplicable to the Patterson Library special purpose rooms, as reservations are made through the City of Patterson which does not require security present for after-hours meetings.

- C. Rooms are available to cultural, educational, artistic, and government organizations or groups, or organizations engaged in educational, cultural, intellectual, or charitable activities. County facilities shall not be used for partisan political meetings/programs. All meetings and programs must be open to the general public. Use must be consistent with the general use of the Library and cannot interfere with staff or other customers' use of the Library for its intended purpose. Prohibited use is any behavior that is likely to disturb library customers, impede library staff, or endanger the library building or collection. The library staff have a right to reject a reservation request of the community room(s) if the anticipated meeting is likely to be unreasonably disruptive to regular library functions (e.g. amplified concerts, motorized equipment, loud demonstrations, etc.)
- D. Rooms are available only when there is no library-sponsored activity scheduled.
- E. To ensure all organizations or groups an equal opportunity, none may schedule a regular series of meetings, and no meetings may be scheduled more than two months in advance. Only one meeting may be booked at a time. A meeting

must be held before another by the same organization or group may be booked. Reservations for use of the meeting rooms must be made at least 14 days in advance. Exceptions to reservation policies may be allowed by the County Librarian for library-related functions or regular meetings of government legislative bodies.

- F. The meeting room agreement must be signed and the fee paid no less than 10 days before the event or else the reservation will be cancelled. The person signing the meeting agreement must be at least 18 years of age and an authorized representative of the organization.
- G. All meetings must be held during library open hours, unless excepted pursuant to Paragraph "B.2.," above.
- H. Youth groups must have adult chaperones present.
- I. No admission fee may be charged nor may funds be solicited, and there may be no sales or advertisements of a commercial nature.
- J. No smoking or alcoholic beverages are permitted in the library or meeting rooms.
- K. If the room must be opened early before the meeting or kept open after library hours for groups, a library employee, such as a security officer, must be there at all times for security purposes. Pursuant to paragraph B.2., above, the County does not allow organizations to have access to keys or codes to County buildings.
- L. The following equipment may be available for use: podium, sound system, piano, and two small tables. All other items must be furnished by the group.
- M. Unlike other library meeting rooms, the portico of the Modesto Library will be available only for library-sponsored events.

**McHenry Room (Main Library Auditorium)  
Special Provisions**

- 1. Room set-up will be done by a designated library employee.
- 2. Due to the storage of equipment, the lighting booth will no longer be accessible to auditorium renters. The guard on duty can change room lighting from the lighting booth, if desired.
- 3. Assistive listening devices and a microphone are available and should be requested when the auditorium is reserved.

4. The green room, off the stage, will be kept locked at all times, as it is used for children's department storage.

## APPENDIX "A"

## LIBRARY FACILITIES AND INFORMATION

1. Modesto Library McHenry Room: (209) 558-7801  
(Main Library Auditorium)  
1500 "I" Street, Modesto, CA 95354
2. Modesto Library Conference Room: (209) 558-7801  
1500 "I" Street, Modesto, CA 95354
3. Empire Library: (209) 524-5505  
18 South Abbie Street, Empire, CA 95319
4. Newman Library: (209) 862-2010  
1305 Kern Street, Newman, CA 95360
5. Oakdale Library: (209) 847-4204  
151 South First Avenue, Oakdale, CA 95361
6. Patterson Library: (209) 895-8080  
46 North Salado, Patterson, CA 95363 (City of Patterson)
7. Riverbank Library: (209) 869-7008  
3442 Santa Fe Avenue, Riverbank, CA 95367
8. Salida Library: (209) 543-7353  
4835 Sisk Road, Salida, CA 95368