



PUBLIC POLICIES

LAST REVIEWED: January 2024

Mission and Goal Statements

Mission: *The Horsham Township Library promotes literacy, cultural enrichment and a sense of community by providing Horsham's citizens with information resources, programs, expert staff assistance, and a hospitable place to exchange ideas.*

Goals: The Horsham Township Library's goals shall be:

1. To promote development of literacy among very young children and to be an educational and reading center for school age children by developing a collection of high quality materials and a schedule of programs that stimulate learning and thinking.
2. To be both a center for access to technology and a "knowledge navigator," promoting citizens' information literacy by helping them sift and evaluate information from many different sources. The library will:
 - use its website to gather, disseminate and connect citizens to useful information;
 - contract for access to relevant electronic resources for its community;
 - maintain an up-to-date, reliable computer network with access to useful software;
 - offer workshops to teach library users to use information technology and evaluate information resources.
3. To serve as a community meeting ground by offering space for formal group meetings and by maintaining an environment conducive to informal meeting, social networking, fellowship, and the exchange of information and ideas.
4. To be a destination for teens by offering a relevant collection of library materials, a convivial place to meet friends, and an interesting schedule of programs and activities. To encourage teens to use library resources to further their academic pursuits by cooperating with local public and private schools on reading, service learning, and other programs. The library will cooperate with local public and private schools to encourage teens to use library resources for academic pursuits.
5. To be a community information center for Horsham Township by collecting and sharing information about community groups and their activities.
6. To be the community's resource for lifelong learning by:
 - maintaining a collection of useful, current publications and information resources in all appropriate formats,
 - offering access to information resources outside the library, and
 - offering informative programs on a variety of subjects.
7. To serve all residents of Horsham Township and the Hatboro-Horsham School District in Montgomery County, and through state-sponsored reciprocal borrowing programs to share resources with residents of the Commonwealth of Pennsylvania.
8. To strive to continuously improve service for the library's customers.
9. To review regularly these goals of the Horsham Township Library and, if necessary, revise them in the light of new developments.

Reviewed: March 19, 2019

Who May Use the Library

Residents

Any resident of Horsham Township is eligible to register for a free borrower's card, renewable every 3 years. The library requires photo identification containing the name and current mailing address of the applicant for new registrations. There is **no** minimum age requirement to join the library. Children under 18 years of age will be issued a library card with the signature and identification of a parent or legal guardian. In order for a new library card to be issued, the person named on the registration form must be present in the library.

All residents will receive an ACCESS PA sticker on their library card that enables them to borrow materials at other public libraries in Pennsylvania.

Non-Residents

Pennsylvania residents who do not reside in Horsham Township should obtain a library card from their home library with an ACCESS PA sticker. Proper identification is required to register ACCESS PA borrowers in our computer system.

Acceptable Forms of Identification

Photo identification that contains the name and current address of the applicant is required for new cards. If the photo identification does not have a current address, the applicant must provide one additional piece of identification with that information. Acceptable forms of identification include: driver's license; first class mail from a business source; government identification; utility bill; lease in applicant's name; property tax bill; utility bill or bank statement. To renew a card, the cardholder must provide staff with the library card barcode number, birthdate, address and phone number.

Children

Parents and guardians are strongly encouraged to participate in and monitor their child's library use. Library staff members do **not** restrict a child's access to library collections. Parents or guardians are legally responsible for the fines/fees for minor children under 18 years of age and must sign their application acknowledging such.

NOTE: Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender; or sexual orientation. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Reviewed: March 19, 2019

Patron Responsibilities and Conduct

Horsham Township Library is a community-gathering place dedicated to providing public library services to a diverse population without regard to age, gender, racial or ethnic origin, religious background or economic status. Library users must respect the rights of others and may not harass or annoy others or behave in a manner that reasonably could be expected to disturb other persons. The following rules are intended to preserve the library as a safe and pleasant community-gathering place.

Library users may not engage in disruptive/destructive behavior that interferes with the use of the library by other persons or that interferes with a library employee's performance of his or her duties. Prohibited behavior includes but is not limited to:

1. Noise

- using cell phones outside designated areas
- engaging in loud, noisy, profane, obscene or abusive speech
- annoying other library users by humming, singing, talking to them or attempting to initiate unsolicited conversations
- playing music or other media without headphones, or at a level with headphones that is disruptive to others
- leaving or not attending to any disruptive child. Disruptive behavior includes but is not limited to running, screaming, crying, etc. Caregivers may be asked to soothe or settle a disruptive child outside of the library premises.

2. Threatening, Destructive or Illegal Behavior

- being in possession of weapons, firearms or explosive devices on library property
- fighting, gambling, smoking, being in possession of and/or under the influence of alcohol or illegal substances on library property
- displaying obscene or sexually explicit materials or Internet sites in violation of federal, state or local laws and/or library policies (see Internet Safety Policy).
- engaging in indecent exposure or touching
- engaging in violent, harassing or threatening behavior such as but not limited to staring at, stalking, blocking or following staff or other library users, throwing objects, yelling, etc.
- loitering at entrances, in lobbies, walkways, bookshelf areas, restrooms, parking lots or other non-study areas.

3. Non-compliance With Library Policies

- defacing or in any way destroying, damaging or misusing library interior or exterior furnishings, walls, equipment, computers or other property. Behavior that is prohibited includes but is not limited to littering, spitting, relocating furniture, sleeping
- violating library policies regarding use of the library and its resources. This includes but is not limited to refusing to relinquish library equipment or other resources after the scheduled time period for that use has expired.
- stealing or improperly removing library-owned property
- defacing, mutilating or marring books or any items in the library collection
- consuming food or beverages except in areas designated for that purpose
- entering staff work areas without permission
- campaigning, soliciting, surveying, panhandling, conducting sales on library property

- distributing or posting literature on library property without prior approval
- photographing, filming, recording or using television equipment on library property without prior permission from the Director
- remaining in the library after its regular closing hours

4. Interfering With the Safety and/or Enjoyment of All Library Users

- bringing large bedrolls, backpacks or other large bulky items into library buildings.
- using roller skates, roller blades, scooters, skateboards, etc. on library property
- entering or remaining in the library without appropriate street attire (i.e. a shirt and shoes).
- neglecting personal hygiene so that it interferes with another's enjoyment of the library. This includes but is not limited to excessive body odor, soiled diapers and unlaundered clothing.
- bringing pets or animals onto library property or leaving them unattended on library grounds unless they are service animals for the disabled or for use in a library program.
- Shaving or bathing or washing clothes in public restrooms
- leaving children unattended under the age of 10.
- leaving personal or valuable items unattended
- blocking access to entranceway, meeting rooms, restrooms or other common areas

Updated: March 25, 2019

Responsibilities and Authorities of the Library Board

The Horsham Township Library is a department of Horsham Township, Montgomery County, Pennsylvania. Horsham Township Council appoints five members to the Library Board of Directors to advise Council and the Township Manager about library services and to oversee library operations.

The Horsham Township Library trustees in conjunction with the library director shall be responsible for regularly communicating with the members of Horsham Township Council to inform them about library services and resource needs.

The Horsham Township Library trustees act under the direction of Horsham Township Council. Their responsibilities fall into three broad categories:

- Legal: ensuring that the library complies with applicable laws and regulations promulgated by Federal, State or local authorities and monitoring receipts and expenditures to ensure that public funds are used appropriately and wisely.
- Policy-making and Planning: ensuring that an appropriate plan for library service is developed and implemented to meet the needs of the community.
- Evaluation: to periodically review plans and programs of service with the help of library staff and to adapt plans and programs to the changing needs of the community.

The Horsham Township Library encourages each library trustee to take advantage of training opportunities for trustees offered by the Montgomery District Library Center, Commonwealth Libraries (the State Library of Pennsylvania) and other statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the Pennsylvania Library Association, Pennsylvania Citizens for Better Libraries and their efforts to inform the governor and legislature of the benefits and needs of public libraries.

Reviewed: March 19, 2019

Volunteers and Friends

The Friends of Horsham Township Library is a non-profit corporation under Section 501 (c) (3) of the Internal Revenue Code. It is composed of people united to promote the establishment of the library and to support the goals of the library by planning and implementing specific projects, working in cooperation with the library director and library staff.

The Friends of Horsham Township Library is a non-profit corporation under Section 501 (c) (3) of the Internal Revenue Code. It is composed of people united to promote the establishment of the library and to support the goals of the library by planning and implementing specific projects, working in cooperation with the library director and library staff.

Updated: March 19, 2019

Materials Selection/Collection Development Policy

A. Objectives

The Horsham Township Library strives to provide all individuals in the community with carefully selected books and other materials to help individuals in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The fact that a publication has been purchased for the Horsham Township Library collection should not be taken as an endorsement by the library of the content, point of view, or opinions expressed by the author or creator of the material.

Because of the amount of material published and the limitations of budget and space, the library must be selective in what it acquires for its collection. Materials are added and withdrawn from the collection according to guidelines set forth in its selection policy describing how the library proposes to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The [Library Bill of Rights](#) and [The Freedom to Read Statement](#) have been accepted as useful guidelines by the Horsham Township Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Horsham Township Library Board of Directors. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

- The main points considered in the selection of materials are:
- individual merit of each item
- popular appeal/demand
- suitability of material for the library clientele/community
- how the material would fit within the context of the existing library collection (for example, would the item fill an information gap or offer a different point of view)
- budget
- Reviews are a major source of information about new materials. The library will rely on critical and evaluative reviews published in library, education, and professional journals and newspapers.
- The library will consider major literary and subject awards and award nominations, recommended lists, reading lists, and/or resource bibliographies in its selection process.

- The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed in public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- The library will collect works by local authors that meet reasonable standards of quality and are of interest to the community.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Interlibrary loan may be used to obtain from other libraries those materials that are beyond the scope of this library's collection. Users are limited to 6 active requests on an account at any time. Requests for items published/released within the past 6 months of the request date will be denied per state rules. These requests can be resubmitted once the item has been available for at least 6 months. Requests for text books from academic institutions will be denied in order to keep those materials available for the students at those institutions.

In return for utilizing interlibrary loan to satisfy the needs of its patrons, the Horsham Township Library will lend its materials to other libraries through the same interlibrary loan networks, and will make an effort to have its current holdings listed in any union databases or shared catalogs that are accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection if appropriate and needed. If they are not needed because of duplication, condition, or dated information the library can dispose of them as it sees fit. The same selection criteria that are applied to purchasing materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered by the library at the request of a patron if the request meets selection criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library staff. Book selection will be made by the library if no specific book is requested. The Horsham Township Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials for income tax purposes, though it will provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn, outdated or unnecessary volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library's professional staff and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Disposing of unneeded materials

Horsham Township Library disposes of unneeded materials (including items donated to the library and materials purchased by the library that have been withdrawn because they are obsolete, worn

out/damaged, or are no longer being used regularly by library patrons) in several ways. Items that might be useful to other non-profit organizations such as day care centers or senior citizens programs, may be donated. Items too badly worn or damaged to be useful are recycled whenever possible. The library operates an on-going book sale in its Cafe so that library patrons can purchase unneeded materials. Revenue earned supports the library's new materials purchases. The Friends of the Horsham Library organize multi-day book sales several times a year to dispose of donated or withdrawn materials. Revenue from these sales support the programs sponsored by the Friends of the Horsham Library.

H. Potential Problems or Challenges

The Horsham Township Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered (placed on closed shelves) except to protect it from damage or theft. Print materials may be labeled to indicate reading levels only as a guideline for parents, teachers and readers. Audio-visual materials may bear the Motion Picture Association of America ratings as a guideline for library users.

I. Challenged Materials

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or reclassified within the collection may complete a "[Grievance About Library Resources](#)" form which is available in the library and can be found on the library's website. The material will be reviewed by the library director who will discuss the grievance with the patron. If no appropriate resolution of the patron's concern can be reached by the library director, the grievance will be placed on the agenda of the next regular meeting of the Horsham Township Library Board of Trustees. The Library Board's decision will be final.

Reviewed: January 24, 2024

Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or MCLINC system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by other people with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future. I promise to give prompt notice of any change of address or of the loss of my library card.

Signature _____

Identification is required to receive a library card. A driver's license or student ID is preferred, however, any other official ID or recent first class piece of mail may be acceptable, so long as the item used for identification shows the applicant's current address.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after three years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

- The usual lending period for books shall be 3 weeks.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans are due on the date indicated by the lending library.
- Books may be renewed up to three times if there is no waiting list for the title. Books or other items may not be renewed if other patrons have placed reserve requests and are waiting for them. Patrons may use the library's on-line automation system's "My Account" management

functions to renew materials via the Internet or may telephone the library to request renewal of their materials.

- Returned items are to remain on the shelf and browsable to other patrons for a minimum of 1 week before being checked out to on the same account.
- Non-current periodicals may be checked out for one week and may not be renewed.
- Audiobooks, and compact discs may be checked out for three weeks and may be renewed up to three times so long as no other patrons are waiting.
- DVDs may be checked out for one week and may be renewed up to three times so long as no other patrons are waiting.

The director may establish the loan period for special collections, materials which are temporarily in great demand (such as items in demand for student projects), or materials added to the collection which are in a new format, e.g., computer software.

There is ordinarily no limit on the number of items a patron can borrow at one time; however, the library reserves the right to impose limits on the number of items that may be borrowed by one patron in order to ensure that limited resources will be available to as many borrowers as possible.

D. Reserves

Reserve requests may be placed by patrons either in person, over the telephone, or via the Internet. Patrons will be notified by telephone, postcard or email when the materials are available. There is no charge to the patron for placing a reserve request. The library imposes no charge for requesting interlibrary loan services; however, it reserves the right to pass-through to the patron any lending charges imposed by the library that owns the material. Patrons will be informed of any interlibrary lending charges before the loan is finalized so that they may withdraw any requests that carry fees they are not willing to pay.

E. Fines and charges

The following fines and fees will be charged for overdue materials. A grace period of one library business day will be allowed, after which full fines will be charged retroactive to the first late day.

Overdue fines and fees schedule:		
Adult and YA books (hardcover or paperback):	30¢ per day	up to a maximum of the replacement cost of the item.
Children's books (hardcover or paperback):	n/a	Children's items do not accrue fines as of 1/1/2024
Single issue of any magazine:	20¢ per day	up to a maximum of the replacement cost of the issue.
DVD:	\$1.00 per day	up to a maximum of the replacement cost of the item.
Audiobook:	30¢ per day	up to a maximum of the replacement cost of the item.

Music CD	30¢ per day	up to a maximum of the replacement cost of the item.
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A notice will be sent after library material is late. To minimize expense and maximize speed of notification, notices will be sent via email whenever a patron has an email address on file as part of his/her library registration. Patrons may opt to receive overdue notices by telephone or first class mail instead of via email. These options can be set up or changed by library circulation desk staff whenever requested by the patron.

If the material is not returned within 28 days, a bill will be sent via first class mail for the material. Bills will include the cost of replacing each item plus a processing charge to replace lost barcode labels, pockets, jackets, security tags, and containers of \$5.00. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are either returned or paid for if lost and/or damaged. The library cannot accept new copies purchased by patrons.

Replacement charges for lost or damaged books, DVDs, music CDs, and audio-books will be the list price of the item as recorded in the library's database plus a \$5.00 processing fees intended to defray the costs of replacing barcodes, labels, book jackets and/or plastic containers.

\$6.00 will be charged for a lost or damaged issue of a magazine.

Patrons who have paid for lost items have 30 days from the date of payment to return the item along with their receipt for a refund of the replacement cost minus overdue fines for the item. Refunds will not be given after 30 days.

When Horsham Township Library patrons borrow materials belonging to other member libraries of the Montgomery County Library and Information Network Consortium, replacement charges will be based on the schedule of fees of the library that owns the material. In these cases Horsham Township Library collects and transmits these fees to the owning library.

Patrons billed for lost or damaged library materials who have not settled their outstanding charges after six months may have their cases referred to District Magistrate Court under the provisions of the Pennsylvania Library Code, Section 6708 "Retention of library property after notice to return." If the case is referred to the District Magistrate, the library will add an additional charge of \$50.00 to the patron's account to defray costs of notification and court filings. District Magistrate Court may also impose additional charges for scheduling and hearing the case.

F. Damaged materials

If materials are damaged to such an extent that the library judges them no longer suitable for the collection, the patron must pay the replacement cost. If a borrower loses a single compact disc, cassette tape, or DVD disc from a multi-part set, the borrower will be required to pay for the replacement of the entire set unless the library is able to obtain a replacement for the single item from the distributor. (Only a limited number of distributors replace individual parts of multi-part sets.) A notice of these charges will be sent to the borrower. Patrons who damage and pay for materials owned by the library may keep those materials once payment has been received.

If borrowers lose or damage parts of an item, such as hanger bags or plastic cases, the borrower will be assessed fees according to the following schedule:

Lost or defaced barcode:	25¢
Lost or damaged compact disc jewel case (1 or 2 disc capacity):	\$1.25
Lost or damaged compact disc jewel case (3 or more disc capacity):	\$1.75
Lost or damaged DVD case (1 or 2 disc capacity):	\$3.00
Lost or damaged audiocassette case (1 to 6 cassette capacity):	\$5.50
Lost or damaged audiocassette case (7 or more cassette capacity):	\$8.00
Lost or damaged audiobook case (1 to 12 compact disc capacity):	\$15.00
Lost or damaged audiobook case (13 to 24 compact disc capacity):	\$20.00
Lost or damaged children's kit plastic hang-up bag:	\$2.00

G. Confidentiality

As specified in *The Library Code of Pennsylvania*, § 428 "Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

The Horsham Township Library adheres to all sections of this Statute regarding the protection of the confidentiality of its users.

Updated: January 24, 2024

Reference Service Policy

The Horsham Township Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through written or electronic correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who phone);
- will provide bibliographic verification (that is, identifying the correct author, title and publication data) of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the District Library Center, Regional Resource Centers and other agencies in pursuit of "ready reference" information.
- may use its website to publish topical guides on a variety of subjects and may include on its website links to other Internet resources deemed by the library staff to be potentially helpful to library users.

Reviewed: March 24, 2022

Programming Policy

X. Programming Policy

A "program" is any planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films and activities, summer library programs for children, lectures, book or author discussion groups, and performances. Programs may be designed for specific age groups (children, teens or adults) or for mixed audiences.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Reviewed: March 24, 2022

Public Relations Policy

Public relations goals of the Horsham Township Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The director and professional staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director prior to distribution.

The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

The library will produce a monthly newsletter distributed electronically to all library members who provide an email address at registration or add their own via our website. The library will contribute news items for publication in Horsham Township's newsletter.

Updated: March 24, 2022

Equipment Use Policy

Public access computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of computers; however, in order to make the service available to as many patrons as possible, a 45-minute time limit for usage may be imposed during times of peak demand. Library staff is available for general assistance in using the computer; however, staff are not expected to train patrons individually in the use of application programs. Instead, tutorial manuals will be provided when available and the library staff will schedule group orientation sessions.

A networked printer is available. Computer print-outs will cost 20¢ per page and must be paid for at the conclusion of the session.

A self-service coin-operated photocopy machine is available to patrons who wish to copy materials at a cost of 20¢ per page.

Copy machine users are advised that Federal laws impose restrictions on duplication of copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Reviewed: March 24, 2022

Meeting Room Rental Policy

Meeting space is available to individuals or organized groups. Requests for use of meeting space should be made at least one month in advance by completing an application form available from the library and downloadable from the library's website. It is advisable for reservers to contact the Circulation Manager prior to completing paperwork to settle questions about availability or room charges in advance.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff, Library Board or Horsham Township. In their publicity, groups should make clear that the library is the *location* of the meeting, not the *sponsor* of the meeting. This includes not using the library's address as a return address on promotional materials.

Meeting space may be reserved no more than ninety (90) days in advance. Programming planned by the library, Friends of the Horsham Library, and Horsham Township will have priority over all other uses of meeting space.

A non-refundable application fee of \$10.00 (cash or check only) is required for each reservation. In addition to the deposit, some fees for use of meeting space may apply. Please refer to the section on fees below for more information on charges.

Refreshments may be served and are to be provided by the group. No smoking/vaping is allowed. No alcohol is permitted. Any trash generated during the course of the meeting must be cleaned up or a charge will be assessed to cover the cost of the room being cleaned. Repeat offenders will have rental privileges removed.

Meetings may be scheduled only during regular library hours of operation. All meetings should conclude 15 minutes prior to the library's closing time and all attendees must exit by the library's normal closing time, through the main entrance. The people using the room must leave it in a neat, clean, orderly condition; if not, the reserver may be charged a cleaning fee.

The library provides a limited number of tables and chairs for use in its meeting rooms. The people using the room will be responsible for setting up or arranging tables and chairs to suit their purposes. Table/chair requirements, as well as projection screen requirements must be communicated in advance, via the reservation form.

Room reservers may not open or close the folding partitions which divide the meeting rooms. All re-configuration of the folding partitions must be done by library staff only due to liability issues.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Fees:

A non-refundable reservation fee of \$10.00 per room is due with each reservation application, regardless of the nature of the group or meeting.

A user fee may be charged for each section of the meeting room (i.e. Room A, Room B, Room C, with use of multiple sections requiring payment of a fee for each) according to the following fee schedule:

	Resident Non-profit	Resident NP with Collection	Non-resident/For-profit
Meeting Room	free	\$20/ hour (1 room) \$40/hr (2 rooms) \$50/hr (3 rooms)	\$40/ hour: 1 room \$60/hour: 2 rooms \$80/hour: 3 rooms

The following groups are charged at the resident, non-profit rate (documentation required):

- Horsham Township Council, advisory boards, authorities and committees, Horsham Township operating departments, Horsham Fire Company and Hatboro-Horsham School District.
- Youth sports organizations (when not charging for registrations or collecting funds or donations)
- County, State, Federal, elected officials representing Horsham Township
- Community, civic or political organizations located within Horsham Township
- Home Owners Associations located within Horsham Township
- Non-profit organizations and Churches located within the boundaries of Horsham Township
- Unincorporated groups located within the boundaries of Horsham Township that otherwise meet eligibility criteria as a charitable organization under the PA Solicitation of Funds for Charitable Purposes Act.

The following groups are charged a small fee for room use when funds/donations are collected during their meeting:

- Youth sports organizations and other community or civic organizations located within Horsham Township for activities and/or events where an admission or registration fee is charged, a donation is solicited, or funds are being raised.

The following groups are charged the non-resident, commercial rate:

- Private citizen (resident or non-resident)
- For-profit Organization (resident or non-resident)
- Business and Commercial organization (resident or non-resident)
- Non-profit, political, non-community agency or organization located outside the boundaries of Horsham Township

Horsham Township Council Resolution

Updated: January 2, 2018

Displays and Exhibits Policy

Horsham Township Library is interested in displaying the works of local artists, photographers, and crafts people.

To schedule an exhibit, contact the library director at (215) 443-2609 ext. 205, email library director Regina Vesely at rvesely@mclinc.org, or visit the library and speak with the library director. The library reserves the right to evaluate works to be displayed to determine interest and suitability for display at the library.

Display Facilities

Display space consists of the wall space in its main hallway. This is equipped with about 160 square feet of tack board and a 27 foot long strip of picture molding mounted above it. The library owns a collection of 2 dozen brass French Gallery Rods with sturdy hooks for the picture molding. Lightweight items can be mounted directly on the tack board using pins, thumbtacks or staples. Heavy, framed items can be hung using the gallery rods.

Opposite the tack board in the same hall are four exhibit cases with lockable glass doors. These cases are about 4 feet wide by 6 feet high and eight inches deep. Each case has two adjustable tempered glass shelves. These cases can accommodate smaller, three-dimensional items such as pottery and jewelry in addition to small paintings and photographs.

Publicity

Exhibitors may provide the library with copies of handouts, brochures or business cards that can be given to interested viewers.

The library does not mail announcements, send press releases to local media or email to its customers. Exhibitors are welcome to contact local media. The library asks that exhibitors state that the library is the *location* of the exhibit, not the *sponsor* of the exhibit.

Sales of exhibited work

Exhibitors are welcome sell works on display. Exhibitors should post prices and post or provide handouts with contact information so that interested buyers can contact the exhibitor directly.

The library does not involve itself in sales in any way. The library will not hold art works for pick up or hold money. Exhibitors and interested buyers should make arrangements to complete the sales directly. The library does not ask for a commission. If exhibitors wish to make a donation to the library, voluntary charitable donations are gratefully accepted.

Insurance Waiver

Horsham Township Library asks exhibitors to complete the attached waiver and release form for any items placed on display at the library.

HORSHAM TOWNSHIP

DISPLAY OF LOANED FINE ART

WAIVER AND RELEASE FORM

Horsham Township permits artists to display their works at the Horsham Township Library building located at 435 Babylon Road, Horsham PA 19044.

Whereas, I am an artist whose work(s) is/are on display at the Horsham Township Library building located at 435 Babylon Road, Horsham PA 19044.

Now therefore, in consideration for being allowed to display my artistic work(s) at the Horsham Township Library building, I do hereby, for myself, and my heirs, executors, administrators, and assigns, forever remise, release and discharge Horsham Township, its successors and assigns, directors, officers, members, agents, and other representatives, and their heirs, executors, administrators, and assigns, from any and all of manner of actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands whatsoever, which I or my legal representatives may have or may acquire against Horsham Township or their directors, officers, members, agents, and other representatives, by reason of any loss, damage, defacement or injury to any of my artistic work(s) on display at the Horsham Township Library building or other premises owned or operated by the Township.

I agree that Horsham Township Library shall have the right at its discretion to remove any of my artistic work(s) on display at the Horsham Township Library building or other premises owned or operated by the Horsham Township Library and to return those works to me.

I have signed this waiver and release on the _____ day of _____, 20__.

Signature of Artist _____

Print Name _____

Home Address _____

Phone No. _____

Email address _____

Dates of exhibit to be installed on ___/___/___; to be removed on ___/___/___

Reviewed: June 23, 2022

Review and Revision Policies

The preceding statements of Horsham Township Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed, revised or added on an as needed.

Reviewed: June 23, 2022