

# Wabash Carnegie Public Library

## Meeting and Study Room Policy

### I. Intended Purpose and Sharing of Space

The Wabash Carnegie Public Library Meeting and Study Room Policy and Rules of Use support the Library's mission, "Our library is Wabash's gateway to information and ideas – our welcoming space for life-long exploration. As we connect, engage and inspire, Wabash shines brighter." Our library strives to maintain welcoming and inclusive public spaces. Meeting and Study Rooms are heavily used and the Meeting and Study Room Policy aims to support equitable distribution of a shared community resource.

Meeting and Study Rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and use of the Library's rooms does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group. Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights \(link is external\)](#) and the Meeting Rooms and Equity, Diversity, & Inclusion statements.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with Library regulations. Wabash Carnegie Public Library's [Behavior Policy](#) applies to programs or meetings held within meeting and study rooms. Use of meeting and study rooms should not interfere with the normal functions of the library. Library staff will have free access to rooms at all times. Exceptions to the Meeting and Study Room Policy may be made at the discretion of library management.

### II. Public Use of Meeting Rooms

Meeting rooms are intended for larger groups than study rooms, and therefore have additional usage requirements; minimum attendance requirements may be imposed. Meeting rooms may be used at no charge by eligible groups and/or individuals for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other functions. Wabash Carnegie Public Library provides meeting space to the public on a first come, first served basis. Preference is always given to Wabash Carnegie Public Library programs.

### III. Public Use of Study Rooms

The primary purpose of the study rooms is to provide space for small groups and/or individuals to meet and work. Capacities vary for each room. Rooms are available for up to two hours at a

time on a first come, first served, first in, first out basis. To reserve a study room, please speak with a library staff member.

## **IV. Restrictions**

All groups interested in using a meeting room must complete a [Meeting Room Usage Application](#). Speak with a staff member or contact the library at 260-563-2972 for more information about the use of library spaces.

*This policy was approved by the Library Board on October 8, 2024.*