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## LIBRARY SPACE USE

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| <b>Title:</b> Library Space Use  | <b>Policy Number:</b> OP-03   |
| <b>Topic:</b> Operations<br><b>Oversight:</b> Board of Directors<br><b>Statutory:</b> No | <b>Approved:</b> April 15, 2026<br><b>Last Revision:</b> n/a<br><b>Last Review:</b> n/a<br><b>Next Review:</b> April 15, 2029 |

### PURPOSE

Library Spaces support the delivery of library services and provide inclusive access for the public to meet, learn, work, and engage with ideas and information.

### SCOPE

This policy applies to all Library spaces, including meeting rooms, program rooms, study areas, display areas, and informal gathering spaces.

### POLICY

The Library provides access to its spaces in a manner that reflects its commitment to intellectual freedom, equitable access, and responsive stewardship of public resources. Library spaces are used first to support the Library’s operational and service needs. When available, spaces may be made accessible to the public in accordance with this policy and associated policies and procedures.

### GUIDING PRINCIPLES

- **Intellectual Freedom:** The Library upholds intellectual freedom and does not restrict access to spaces based on the viewpoints or beliefs of individual groups, within the limits of Canadian law.
- **Compliance with Law:** Use of Library spaces must comply with all applicable legislation, including but not limited to the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act and the Criminal Code of Canada.
- **Respectful and Inclusive Use:** All use of Library spaces must align with Library policies, including the Patron Code of Conduct, Intellectual Freedom Policy, and the Equity, Diversity and Inclusion Policy.
- **Balanced Rights and Harm Reduction:** Where competing rights or values arise, the Library will determine an appropriate course of action based on an assessment of potential harm.
- **Non-partisanship:** The Library is a non-partisan public institution and takes a balanced approach to the use of its spaces, supporting inclusive civic dialogue and equitable access to a range of ideas.

### AUTHORITY

The CEO is responsible for implementing this policy and establishing operational policies and procedures to support its application. The Board will review this policy every three years.

**REVISION HISTORY**

| <b>Version</b> | <b>Date</b>    | <b>Description of Change</b> | <b>Approved By</b> |
|----------------|----------------|------------------------------|--------------------|
| 1.0            | April 15, 2026 | Initial approval of policy   | Board              |

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## LIBRARY SPACE USE – OPERATIONAL POLICY

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**Title:** Library Space Use – Administrative Policy

**Approved:** April 15, 2026

**Oversight:** CEO

**Next Review:** April 15, 2029

### PURPOSE

The *Library Space Use – Administrative Policy* supports the *Library Space Use – Board Policy* by providing practical guidance to staff regarding the implementation of the Board Policy.

### GENERAL ACCESS AND PRIORITIZATION

Library Spaces are primarily used for Library programs and services. After operational needs are met, spaces may be made available to the public or community organizations or partners. The library does not allow the use of its spaces by for-profit organizations.

### TYPES OF LIBRARY SPACES

#### Program Spaces

The Library has program rooms that are used primarily for library programs and meetings. These spaces include:

- Forsyth Hall, Main Library
- Training Room, Main Library

Due to the prioritization of the Library’s programs and events, these spaces are **not bookable by the public**. On occasion, and with the approval of Library Leadership, these spaces may be used for programs or events hosted by partner organizations.

#### Bookable Work and Study Spaces

The Library has bookable work and study spaces at the Main Library and the Jensen Lakes Library. These spaces are bookable in advance via the library website on a first-come, first-served basis or can be used on a drop-in basis if there are no bookings. These spaces may be used by individuals or groups.

#### Informal Spaces

The Library’s main public spaces serve as informal gathering spaces and include tables, seating areas, and open study spaces. These spaces are available on a drop-in basis and are not bookable in advance. The Library may run programming in these spaces and may, on occasion and with approval by Library Leadership, provide access to these spaces for programming by partner organizations.

### PROHIBITED ACTIVITIES

Library spaces may not be used for:

- Activities that violate the Criminal Code of Canada, Canadian Charter of Rights and Freedoms or Alberta Human Rights Act
- Activities that breach Library policies, including the Library Code of Conduct
- Gambling or games of chance (e.g., lotteries, bingo)
- Petitions or demonstrations, as the Library cannot ensure equitable access to space for all sides of an issue.
- Activities requiring permits or approvals that have not been obtained
- Political campaigning, including activities intended to promote or oppose a political party, candidate, or election. Exceptions may be made for Library-hosted or Library-approved non-partisan civic events, such as all-candidate forums, provided all candidates or parties are invited and the Library maintains a neutral and facilitative role.
- Solicitation, including the sale of goods and services, fundraising, or requests for donations, except when conducted by the Library or Friends of the Library.
- Use of the space as an ongoing or permanent business or organization location

The Library will refuse, deny, cancel, or terminate space bookings made for the purposes of, or that include activities that, meet the above criteria. The Library reserves the right to cancel bookings due to unforeseen circumstances. Staff may terminate events in progress if policy violations occur. The Library reserves the right to refuse, deny, cancel, or terminate any booking at the discretion of the CEO.

### **COMMUNITY INFORMATION POSTING**

The Library may accept items to be posted on information boards from municipal partners, non-profit organizations, and partner organizations. The Library does not post material from commercial entities. The Library does not accept or display political campaign materials, including materials that promote or oppose a political party, candidate, or election. Material posted in the Library must be approved by Library staff and posting is subject to space availability. The Library will prioritize posting material related to its own programs and services when allocating space for community information.

### **COMMUNITY AND ART DISPLAYS**

At the discretion of the CEO or designate, the library may host community and art displays from municipal partners, non-profit organizations, and partner organizations. Displays are subject to space availability. The location and duration of any display will be determined by Library staff.

### **AUTHORITY**

Staff will follow established policies and procedures for space use, space booking, and use of display space and information boards. If staff perceive contradictions between policies or a value or rights conflict, they will escalate the issue to their supervisor who will determine the appropriate application of policy.

### **REVISION HISTORY**

| Version | Date | Description of Change | Approved By |
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| 1.0 | April 15, 2026 | Initial approval of policy | CEO |
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