



Cork City Council Libraries

Policy and Guidelines on Using Library Spaces

Library spaces are used for programmes, events and activities organised by Cork City Libraries staff. Library spaces include separate meeting and activity rooms, noticeboards and other spaces within and on the grounds of the ten libraries run by the City Council in the city. The following policy and guidelines apply to all library spaces whether inside the library building or on the external grounds of the library.

Cork City Libraries may make spaces available to community groups and agencies when they are available.

The following Policy and Guidelines is for groups, organisations and individuals who might wish to make use of such spaces. Please note that where groups wish to use a library space during My Open Library hours as well as adhering to these guidelines all attendees must be registered My Open Library members.

The policy and guidelines are divided into:

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Part 1: General Criteria

1. Libraries are for everyone – they are inclusive cultural and social spaces. If the space in a Library is available, we can offer it to:

- community, non-profit, cultural, intellectual, charitable and educational groups and organisations
- City Council departments, other public bodies and state agencies.

2. When library spaces are available, we will give priority to events that best fit Cork City Libraries' purpose, such as:

- reading and literature
- learning, in all its forms
- history and heritage
- music and music education
- community information
- local authority information

3. We will generally make spaces available during the library's opening hours. Some of our libraries provide the My Open Library Service and may be able to facilitate use of a library space outside of staffed hours. Please note all those attending the library space during unstaffed hours must be registered My Open Library Members. If you would like to find out if this option would work for your group, please discuss with the Executive Librarian of the relevant branch.

4. Library spaces can be used for these **purposes**:

- **Exhibitions** and **displays** organised by library staff and or in partnership with outside organisations
- **Book launches, readings** organised by library staff and or in partnership with outside organisations
- Meetings and gatherings of **book clubs** linked to the library
- **Classes, talks** organised by library staff and or in partnership with local agencies, for example Education and Training Board (ETB)
- Display of community posters and leaflets on **library noticeboards**

5. If we allocate you the space, there are a number of conditions:

- The event will be open to all members of the public and free of any charge.
- All events must fit in with general library use and must not interfere with the safety of public and staff and the enjoyment of the library by other members of the public.
- You are responsible for publicising your event. If the publicity is incompatible with the purposes of the library service, we may cancel the use of the space.
- Using the space does not mean the library endorses your group or its aims, policies or activities.
- You cannot organise petitions or requests for funding in connection with any event in a library.
- If there is damage to the building or furniture then Cork City Council Libraries may seek these costs from you.
- You shall indemnify Cork City Council and its employees against any claims or actions arising from any negligent act, omission or error of such groups and organisations.
- If the library space you wish to use is an outdoor space you are responsible for ensuring the space is suitable for your event and the participants.
- Cork City Council Libraries can cancel or postpone an event.
- Verbal or physical aggression towards library staff by those booking and using library spaces will not be tolerated and will result in withdrawal of the use of said spaces.

If you do not comply with these conditions, we may cancel the use of the space.

6. We will **not** make spaces available to any organisation for:

- commercial purposes, or to sell any materials, goods or services
- an exhibition or event organised by a political party or movement
- an organised religion
- anything perceived as such by any fair-minded person, or for any polemical or party-political event.

7. Any organisation which was not allowed to use the space may appeal this decision to the City Librarian. The City Librarian may overrule or amend the decision to use spaces and then this decision is final.

For information on how to apply and conditions of use

- **If you wish to apply to use a library space to display an exhibition please go to section 2A pages 5-6**
- **If you wish to apply to use a library space to hold an event or meeting of a club or group please go to section 2B pages 7-8**
- **If you wish to display a notice or poster on a library notice board please go to section 2C page 9**

Part 2: How to apply and conditions

2A Applying to display an exhibition

Library staff will give priority to exhibitions of a literary, historical, informational, community, or artistic nature. If you would like to use a library space for an exhibition, you should submit a completed application form to:

- the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or
- the Executive Librarian in charge (in the case of a local library).

The Exhibition Application Form is online at www.corkcitylibraries.ie or you can ask for one in any Cork City Libraries service point.

- Apply well before the date. No exhibition can go ahead until you are given permission from the staff member responsible.
- In the case of a visual art exhibition, submit some samples of your work along with the application. Samples may include a portfolio, slides, photographs and drawings.
- Ensure that the work is:
 - of high visual standard and visually interesting
 - presented well for public viewing
 - suitable for the particular space that is available
 - suitable to be viewed by the wider public including children
 - not going to interfere with the daily running of the library.

Conditions for using the space for an exhibition:

- You will be given a date for putting up and taking down the exhibits. You must stick to these dates so that it fits in with the exhibiting schedule of the library. Cork City Libraries cannot accept responsibility for materials not removed on the due date.
- While some exhibition boards may be available from the library, you are responsible for putting up the exhibition.

- You are responsible for **promoting** the exhibition. Any promotion material must be approved by Cork City Council Libraries.
- We strongly advise you to insure your own work. Cork City Council Libraries will take normal precautions to minimize risk or damage to displays. We will accept no responsibility for any of the materials on display and will not at any time be responsible for loss or damage of the work on display. Please note some of our libraries offer the My Open Library service which allow access to the library during unstaffed hours.
- While Libraries will not generally host commercial exhibitions, we may in some circumstances consider exhibitions with individual works for sale. While prices of the work may be displayed, prospective buyers must deal with the artists directly. Library staff are not the agents for the sale of works in an exhibition. The artist's/group's contact details are to be displayed during the exhibition and interested parties will be advised to contact the artist or group directly.
- If you are having an exhibition launch, you must liaise with library staff before the exhibition to arrange it.
- If you invite the Lord Mayor or his/her Deputy to officiate at the exhibition, you must inform the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library). This is to ensure that Cork City Council protocol is followed.

2B Applying to use a library space for events, talks, meetings, classes

If you would like to use a library space for an event you should:

1. Submit a completed application form to:

- the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or
- the Executive Librarian in charge (in the case of a local library).

The Event Application Form is online at www.corkcitylibraries.ie or you can ask for one in any Cork City Libraries service point.

2. Apply at least two weeks before the date of the event. No event can go ahead until you are given permission from the staff member responsible.

3. Your group or organisation may apply for a number of events over a period, for example four events between November and February. You must submit a renewal application at the beginning of September each year if you wish to continue to use the space. Please note that prior use of a library space does not mean you will get approval for subsequent applications.

Conditions for using the space for an event, talk, meeting, class

- Cork City Libraries staff can attend and monitor any meeting, class or other event.
- You must comply with Cork City Libraries policy of access for all.
- You must ensure that the number of attendees at an event is in line with health and safety regulations.
- Please note that Children are not allowed to be present at meetings of Adult clubs and groups.
- When an adult group wishes to hold an event for children they must consult with the Executive Librarian to ensure compliance with child protection policies and Garda Vetting requirements.

- You may serve light refreshments at events, but you may not serve alcohol.
- You must leave library spaces in good clean order after events.
- For groups that meet regularly please let us know by email when finishing for the summer and Christmas and what dates you plan to return after same.
- If a group meeting or event is not going ahead on a particular day, please contact the library to inform us of same.
- Please note our libraries are closed on the Saturday and Monday of Bank Holiday Weekends.
- You are required to keep to your allotted timeslot when entering and leaving the space.
- Cork City Libraries reserve the right to offer an alternative space other than the one originally agreed, when circumstances require it.
- **Attending Children's Groups** - Parents must register their child on the first day and sign the child in and out each time they attend.
- If you invite the Lord Mayor or his/her Deputy to officiate at the exhibition, you must inform the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library). This is to ensure that Cork City Council protocol is followed.

2C Notice Boards

1. In a local library

If you wish to have a poster or notice placed on a Notice Board in a local library, you should apply to the Executive Librarian in charge of the relevant local library.

2. In the City Library, Grand Parade

If you wish to have a poster or notice placed on a Notice Board, you should apply to the Executive Librarian in charge of the relevant department: Lending Library; Children's Library; Reference Library; Local Studies Library; Rory Gallagher Music Library.

3. In all cases you must submit a copy of the poster or notice along with the request to display it.

4. The relevant Executive Librarian will decide on whether or not to place the poster or notice on the board. They will take account of the appropriateness of the material and availability of space. It is not always possible to place the poster or notice immediately.

Thank you for reading and complying with these conditions.