



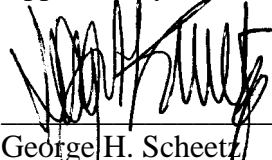
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**Administrative Policy on Use of the Local History Room**

**AP 2006-001**

- A. **Purpose:** This Administrative Policy (AP) establishes a standard operating procedure regarding use of the Local History Room.
- B. **Policy Statement:** The Local History Room is a room for research and study open to the general public during the Library's hours of operation. Use of the Local History Room as a group study or meeting room is prohibited. Mobile computer equipment and the Wi-Fi network may be used in the Local History Room.
- C. **Scope:** This AP applies to all Library employees, volunteers, and users (including individuals and organizations), and organizations affiliated with or sponsored by the Library.
- D. **Responsibility:** The Head of Adult Services oversees compliance with this AP. Library employees in the Adult Services department will enforce this AP. Department Heads are responsible for ensuring that employees under their supervision are familiar with this AP.
- E. **Evaluation:** This AP will be evaluated on a continuous basis. To that end, any employee experiencing any problem with use of the Local History Room shall report the problem in a timely manner to the Head of Adult Services. Comments by non-employees regarding use of the Local History Room should be reported in a timely manner to the Head of Adult Services. Formal review of this AP or use of the Local History Room may be undertaken periodically in the discretion of the Director.
- F. **Effective Date:** Monday, 27 March 2006

Approved by:



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George H. Scheetz  
Director

STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.