

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

PUBLIC SERVICES COMMITTEE

AGENDA

Members: Jose Jimenez, Chair
Carolyn Leslie
Lori Nelson
Kim Patterson
Vanna Shaw
Stephanie West

Wednesday, March 12, 2014
3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

- I.** Call to Order and Establishment of Quorum – Jose Jimenez, Chair
- II.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual

REPORT AND RECOMMENDATION FROM ADMINISTRATION

Revisions to Metropolitan Library System Policy and Procedure Manual

MLS policies contained in the Policy and Procedure Manual periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

In June of 2004, the library commission approved the reorganization of the P&P manual, which separated policies from procedures. The commission agreed that minor housekeeping policy changes would be presented in the form of an information item without the need for committee or commission action. However, any changes in policy intent or purpose would continue to be brought by administration recommendation to the committee or commission. The following may be helpful in identifying the specific changes from our current policy and the recommendations.

- I. *AS 510 Public Space Reservations and Use*
 - a. Renamed the prioritized list as categories and added categories for study rooms and OKC Downtown College
 - b. Updated *AS 510.2 MLS List of Organizations Exempt from Public Space Fees*. Many formerly identified as “library-related” organizations are now exempt.
 - c. Updated the list of groups who may rent space
 - d. Added criteria that a group must abide by and a statement that the Library may deny use if we believe we cannot accommodate the group
 - e. Added a statement indicating no special privileges are extended to organizations to which Library staff, Commission members or members of their households belong
 - f. Merged the regulations to have only one list for all locations
 - g. Copyright and Commercial General Liability Insurance sections added
- II. *SF 910 Fee Schedule*
 - a. Updated rental fees

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AS 510 Public Space Reservations and Use; SF 910 Fee Schedule.

AS 500 Meeting Rooms

AS 510 Public Space Reservations and Use

Revised: 1/93, 5/04, 7/04; 4/06; Draft 3/14

Policy Statement

The Metropolitan Library System public spaces are primarily for library programs and events, but when not needed for these purposes they are available to rent. Renting a library space does not imply that the Library endorses the aims, policies, views or activities of the group.

Categories for Renting Space

For purposes of prioritizing use and determining the rental fees, groups or individuals fall into one of the following categories:

- Category 1 First Priority, no fees -- Metropolitan Library System programs or events for library staff or the public, which are initiated, authorized, produced, scheduled, promoted in whole or part by the library to accomplish its mission and strategic plan.
- Category 2 First come, first served with no fees – Events by organizations listed in policy *AS 510.2 MLS List of Organizations Exempt from Public Space Fees*.
 - No fees or donations may be requested or received during the events.
 - Events may occur only during *SH 610 Facility Access* working hours.
- Category 3 First come, first served with no fees -- use of Study Rooms by private individuals or private groups.
- Category 4 OKC Downtown College – use Downtown Library public space per lease agreement
- Category 5 First come, first served with rental fees – Events by non-profit organizations, government agencies, businesses, private individuals, or private groups.
 - Fees or donations may be collected or received during the events.
 - Events may be held during or outside of *SH 610 Facility Access* working hours.

Regulations

- 1) The Library may deny use of library public space if:
 - it is the Library's opinion that the activities of the group will not comply with *AL 320 Rules of Conduct policy*
 - the Library is unable to accommodate the group
- 2) The Library limits:
 - the hours space may be rented
 - the number of events occurring simultaneously

AS 500 Meeting Rooms

AS 510 Public Space Reservations and Use

Revised: 1/93, 5/04, 7/04; 4/06; Draft 3/14

- how far in advance reservations may be made
 - which spaces may be rented
- 3) The Library may change space assignments in order to facilitate coordination of usage.
 - 4) The Library assumes no responsibility for any materials or equipment not owned by the Library.
 - 5) The group must:
 - Adhere to *AL 320 Rules of Conduct* policy
 - Explicitly identify itself as the sponsor and must not identify the Metropolitan Library System as associated with the group's activities in their literature or publicity. If publicity concerning the event is circulated, it must include the statement "This event is not sponsored or endorsed by the Metropolitan Library System."
 - Have adult sponsorship and supervision at all times
 - Confine all aspects of the event to the space they rented
 - Obey occupancy limits
 - Not cook
 - Not have alcoholic beverages in the libraries or public spaces during *SH 610 Facilities Access* working hours
 - Return the space to its original condition after use
 - Not tip or give gratuities to Library personnel
 - 6) The group will incur additional fees and/or penalties if they:
 - damage the library's facility or equipment
 - use additional time or services not originally contracted
 - 7) Requests to rent space outside of the *SH 610 Facility Access* working hours must be requested at least 3 months in advance of the event and must be approved by the Executive Director. Only with prior Metropolitan Library Commission approval may wine or beer be served. The group must provide proof of all necessary permits, liability insurance, and must indemnify the Library for the event.
 - 8) No special privileges are extended to organizations to which Library staff, Commission members or members of their households belong.

Indemnity and Insurance

- All persons, groups, or organizations using Library facilities take the premises "as is" and assume all risks of injury, including death or property damage, to member of the group, organization, event participants, and event spectators which might arise out of activities or out of conditions present on the facilities and groups.
- Every person, group, or organization using Library facilities will indemnify, hold harmless and defend the Library and its employees from any and all

AS 500 Meeting Rooms

AS 510 Public Space Reservations and Use

Revised: 1/93, 5/04, 7/04; 4/06; Draft 3/14

liability or financial loss, costs, or expenses (including reasonable attorney's fees and legal costs) resulting from any suits, claims, losses, or actions brought against the Library and/or employees which results directly or indirectly from the wrongful or negligent actions including, but are not limited to, failure to adequately inspect, discover, and remedy or warn of defects in the premises or grounds.

- Copyright restrictions apply to the use of Library meeting facilities and equipment. Library meeting facilities and equipment cannot be used to duplicate or show material protected by copyright law. Applicants may be liable for any infringement.
- The Library may require the group/vendor to maintain Commercial General Liability Insurance, to include liquor liability with a minimum of \$1,000,000.00 limit per occurrence. Group/vendor agrees to maintain and be responsible for all Workers' Compensation Insurance for all employees on the premises if applicable. In addition, the Library and the Library Commission must be named as additional insured on all liability policies.

AS 510 Public Space Reservations and Use

AS 510.2 MLS List of Organizations Exempt from Public Space Fees

Adopted: 5/04, Revised 7/04; draft 3/14

The following municipalities own the Metropolitan Library System building in their city or town and are exempt from public space fees when renting space at the library within their city/town:

- City of Oklahoma City
- City of Bethany
- City of Choctaw
- City of Del City
- City of Edmond
- City of Harrah
- City of Midwest City
- City of Nicoma Park
- City of The Village
- City of Warr Acres
- Town of Jones City
- Town of Luther

The following library organizations are exempt from public space rental fees:

- American Library Association
- Friends of the Metropolitan Library System (All)
- The Library Endowment Trust
- Metropolitan Library Commission
- Metropolitan Library System Staff Association
- Oklahoma County government agencies
- Oklahoma Department of Libraries
- Oklahoma Library Association

The following 501(3)c non-profit literacy organizations are exempt from public space rental fees:

- The Literacy Link
- OKC Metro Literacy Coalition
- Oklahoma Literacy Coalition

All exemptions are subject to periodic review by the Library Administration.

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; Draft 3/14

This schedule includes the specific amounts for library service fees authorized by the policies listed below. Fees to offset the cost of promotional items that are occasionally sold by the library for the benefit of customers are not included in this list.

AL 210 Library Cards

- Annual fee card - \$40.00 per year for family use
- Cash deposit card - \$10.00 per item processing fee

AL211 Reciprocal Cards

- Lost, damaged or overdue materials owned by reciprocal libraries - fees are assessed by the owning library

AL 310 Card Holder Responsibilities

- Lost or stolen cards - \$1.00 per replacement card

AL 350 Copying of library materials

- Photocopies - \$0.10 per page
- Microfiche copies - \$0.25 per page
- Computer prints, black and white - \$.10 per page
- Computer prints, color - \$.50 per page

AM 110 Delinquent; Lost/Damaged

Lost or damaged materials

- cataloged book or magazine - ILS automatically gives the amount
- uncataloged paperback - \$3.00 per item
- audiovisual materials - replacement cost if lost or damaged due to carelessness or neglect
- audiovisual materials, one part of a set - \$7.00 per part if lost or damaged due to carelessness or neglect
- audiovisual materials, liner notes or guide – no charge

Overdue fines

- cataloged book, audio recording or video recording - \$0.10 per day to a maximum of \$3.00
- uncataloged paperback or magazine – no charge

AM 200 Interlibrary Loan

- Copies made to fill interlibrary loan requests - \$0.15 per page over 50 pages
- Lost or damaged materials lent to other libraries by MLS - cost of material plus \$10.00 processing fee
- Lost or damaged materials borrowed by MLS - lending library sets the fee
- Overdue materials borrowed by MLS - \$0.50 per day up to cost of material

AM 313 Local History Permission to Use

Digital copies of local history images

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99,
8/00, 10/04, 08/08, 8/10, 5/11; Draft 3/14

- at 300 dpi - \$5.00 per image
- at 600 dpi - \$15.00 per image
- at 1200 dpi - \$30.00 per image
- processing fee \$5.00

Use of local history images

- book, brochure, filmstrip, flyer, poster, postcard, or PowerPoint programs for sale
 - for a quantity of 1 to 4,999 - \$15.00 per image
 - for a quantity of 5,000 to 9,999 - \$30.00 per image
 - for a quantity of 10,000 to 29,999 - \$60.00 per image
 - for a quantity of 30,000 and over - \$120.00 per image
- website - \$15.00 per image
- commercial décor - \$150.00 per image
- advertising & product design - \$15.00 per image
- serials
 - for a quantity of 49,999 or under - \$15.00 per image
 - for a quantity of 50,000 to 99,999 - \$60.00 per image
 - for a quantity of 100,000 or over - \$120.00 per image
- video for resale or broadcast documentaries
 - for a quantity of 5000 or under - \$35.00 per image
 - for a quantity of 5001 or over - \$100.00 per image
- interactive CD-ROM or DVD - \$120.00 per image
- exhibitions or one time broadcasts
 - for commercial use - \$30.00 per image
 - for non-commercial use - \$15.00 per image

AS 100 Reference Services

- Inquiries by mail – \$0.25 per page of photocopying and \$3.00 shipping and handling

AS 510 Public Space Reservations and Use

Rental space fees cover the Library's basic operational expenses. Fees are approved by the Metropolitan Library Commission and are not negotiable.

- Category 2

AS 510.2 MLS List of Organizations Exempt from Public Space Fees will incur fees for any additional required and/or optional service fees listed below.

- Category 5

Fees for certified 501(3)c organizations or government agencies:

<u>Guest/room</u>	<u>4 hour block</u>	<u>8 hour block</u>	<u>*Per Hour</u>
<u>Up to 12 Guests</u>	<u>\$40.00</u>	<u>\$80.00</u>	<u>\$12.00</u>
<u>13 - 20 Guests</u>	<u>\$50.00</u>	<u>\$100.00</u>	<u>\$15.00</u>
<u>21 - 50 Guests</u>	<u>\$80.00</u>	<u>\$160.00</u>	<u>\$25.00</u>
<u>51- 100 Guests</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$30.00</u>
<u>Over 100 Guests</u>	<u>\$300.00</u>	<u>\$600.00</u>	<u>\$85.00</u>

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<u>Guest/room</u>	<u>4 hour block</u>	<u>8 hour block</u>	<u>*Per Hour</u>
<u>Downtown Computer Lab</u>	<u>\$150.00</u>	<u>\$300.00</u>	<u>\$50.00</u>
<u>Downtown Auditorium</u>	<u>\$500.00</u>	<u>\$1000.00</u>	<u>\$150.00</u>

Fees for businesses, private individuals or private groups:

<u>Guest/room</u>	<u>4 hour block</u>	<u>8 hour block</u>	<u>*Per Hour</u>
<u>Up to 12 Guests</u>	<u>\$60.00</u>	<u>\$120.00</u>	<u>\$20.00</u>
<u>13 - 20 Guests</u>	<u>\$90.00</u>	<u>\$180.00</u>	<u>\$25.00</u>
<u>21 - 50 Guests</u>	<u>\$210.00</u>	<u>\$420.00</u>	<u>\$55.00</u>
<u>51 - 100 Guests</u>	<u>\$250.00</u>	<u>\$500.00</u>	<u>\$70.00</u>
<u>Over 100 Guests</u>	<u>\$475.00</u>	<u>\$900.00</u>	<u>\$125.00</u>
<u>Downtown Computer Lab</u>	<u>\$210.00</u>	<u>\$420.00</u>	<u>\$125.00</u>
<u>Downtown Auditorium</u>	<u>\$600.00</u>	<u>\$1,200.00</u>	<u>\$170.00</u>

• Fees for additional required and/or optional service where available:

<u>Service</u>	<u>Rate</u>	<u>Increment</u>
<u>AV assistance may be required when using MLS equipment</u>	<u>\$25.00</u>	<u>per hour*</u>
<u>Conference Phone</u>	<u>\$25.00</u>	<u>per use</u>
<u>Custodial Staff</u>	<u>\$25.00</u>	<u>per hour*</u>
<u>Changes to contracted room setup</u>	<u>\$10.00</u>	<u>per hour*</u>
<u>IT assistance required for configuration of computers</u>	<u>\$50.00</u>	<u>per hour*</u>
<u>Piano, Grand (Downtown Library only)</u>	<u>\$50.00</u>	<u>per use</u>
<u>Piano, upright</u>	<u>\$25.00</u>	<u>per use</u>
<u>Security, additional</u>	<u>\$40.00</u>	<u>Per hour*, per officer</u>
<u>Telephone calls that are long distance</u>	<u>MLS Cost</u>	
<u>Access to space prior to libraries opening between SH 610 Facility Access working and operating hours (plus space fees)</u>	<u>\$100.00</u>	<u>per hour</u>
<u>Access to space after SH 610 Facility Access operating hours (space only)</u>	<u>\$3,000.00</u>	<u>Flat rate</u>

*Per Hour means any portion of an hour

SH 610 Facility Access

- Replace broken key – no charge if the employee returns a portion of the key

VG 300 Open Records

- Printed copies to fill open records requests - For each request, the first 10 pages of printed copies will be provided free of charge. The fee for subsequent copies will be \$0.10 per page.

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- Other types of copies (computer disks, videos, sound recordings, etc.) – Fee will take into consideration the cost of reproduction and be comparable to the fee charged for print copies.
- Conducting a document search - A fee of \$2.00 will be charged for each quarter (1/4) hour spent.