

REPORT

Oakville Public Library Board

Meeting Date: September 22, 2022

FROM: Oakville Public Library

DATE: September 13, 2022

SUBJECT: Library Space Booking Policy – September 22, 2022

RECOMMENDATION:

That the Library Space Booking Policy be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Room and Space Rental Policy approved in June 2019 was due for review.
- The policy has been updated and renamed and is available as Appendix A.
- The new name (Library Space Booking Policy) has a broader scope and covers not only rentals, but also the use of spaces offered free of charge to the community.
- The changes have been influenced by updates to similar policies at libraries such as Halifax Public Library and Hamilton Public Library.
- If the updated policy is approved, the name of the Room and Space Rental Terms of Use will be updated to reflect the governing policy.

BACKGROUND:

The Room and Space Rental Policy approved in June 2019 was due for review.

In preparation for the update, similar recently updated policies at other public libraries have been reviewed. Also, the change in physical spaces at OPL has been taken into account such as: the introduction of smaller meeting rooms at Glen Abbey Library after the 2020 renovation; the plan for similar rooms and the addition of spaces such as a sound recording studio and a video / photo recording studio at the permanent Sixteen Mile Library. Based on this information it is recommended that the scope of this policy should be broadened to include not only rentals, but free

uses of OPL spaces. As such, the word “rental” has been replaced with “booking” and the word “space” is primarily used instead of “room”.

Other edits have been made such as:

- Specifically referring to the Inclusion Policy and the Intellectual Freedom Policy as guiding decision making for allowing the use of spaces free of charge.
- Providing clarity in some sections such as the sales of goods and services, the type of activity conducted not duplicating library programs and the use of an OPL branch address as the permanent address of a business.

COMMENT/OPTIONS:

APPENDICES:

Appendix A – Library Space Booking Policy (2022)

Appendix B – Room and Space Rental Policy (2019)

Prepared by:

Simona Dinu, Director Customer Experience

Submitted by:

Tara Wong, CEO