

REPORT

Oakville Public Library Board

Meeting Date: December 8, 2022

FROM: Oakville Public Library

DATE: November 29, 2022

SUBJECT: Library Space Booking Policy – December 8, 2022

RECOMMENDATION:

That the Library Space Booking Policy be approved.

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 renamed to Library Space Booking Policy and is available as Appendix A.
- The policy was reviewed by the Board at the September 22 Board Meeting and the Board suggested that the wording around free room usage be clarified on how the public can identify when and why room access may be free.
- Once 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”.

The policy was review by the Board at the September 22 Board Meeting and the Board suggested that wording around free room usage be clarified, to better provide the public in identifying when and why room access may be free. The changes proposed to address the suggestion are flagged in (Appendix A) using track changes. Clarification was added the free bookable spaces relate primarily to individual or small group work or study activities.

COMMENT/OPTIONS:

APPENDICES:

Appendix A – Library Space Booking Policy (2022)

Appendix B – Room and Space Rental Policy (2019)

Prepared and submitted by:
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