

REPORT

Oakville Public Library Board

Meeting Date: November 21, 2024

FROM: Oakville Public Library

DATE: November 12, 2024

SUBJECT: Library Space Booking Policy – November 21, 2024

RECOMMENDATION:

That the Library Space Booking Policy be approved.

KEY FACTS:

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

- The Library Space Booking Policy was previously approved on December 9, 2022 (Appendix B) with the intention that it would be next reviewed in Q3 2024.
- The Library Space Booking Policy has been updated with minor edits for clarity (Appendix A).
- All OPL library space bookings are subject to the Library Space Booking Policy and the Room and Space Rental Terms of Use.
- The Board was presented with this policy during the October 17, 2024 board meeting with no changes requested.

BACKGROUND:

All policies are regularly reviewed to ensure that they reflect the values, intentions, and practices of the Oakville Public Library.

In 2022, the Library Space Booking Policy underwent significant edits to develop a more comprehensive policy that outlined current practices, including the provision for complimentary work and study spaces.

COMMENT/OPTIONS:

After review, only minor edits to improve clarity are required at this time. All edits have been indicated in Appendix A with track changes.

The Board was presented with this policy during the October 17, 2024 board meeting with no changes requested.

APPENDICES:

Appendix A – OP-002 Library Space Booking Policy (2024)

Appendix B – OP-002 Library Space Booking Policy (2022)

Prepared by:

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Submitted by:

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