

REPORT

Oakville Public Library Board

Meeting Date: October 17, 2024

FROM: Oakville Public Library

DATE: October 8, 2024

SUBJECT: Library Space Booking Policy – October 17, 2024

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 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.

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.

APPENDICES:

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

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

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Submitted by:
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