

## Reading Garden Policy

### **POLICY STATEMENT**

The Atlantic Public Library welcomes the use of its Reading Garden by community members, visitors, and community groups engaged in a wide variety of activities.

Use of the Library's Reading Garden does not constitute Library or City of Atlantic endorsement or approval of viewpoints expressed by participants.

### **REGULATIONS**

- The Reading Garden will be available for use from late April through October. Use of the space is first-come, first-served. The space cannot be reserved.
- The Reading Garden will be maintained during Spring, Summer, and Fall. Snow removal will be at a minimum and no chemicals or salt can be used.
- The Reading Garden will only be available for use during library hours.
- The Reading Garden will only be open at the discretion of the staff regarding weather.
- No Smoking is allowed in the Reading Garden, in accordance with the Smoke Free Act of 2008.
- Reading Garden visitors are asked to take everything they bring with them out of the garden. This includes trash.
- The Reading Garden is public space and an extension of the Atlantic Public Library. All policies adopted by the Atlantic Public Library's Board of Trustees must be followed in the Reading Garden.

### **PROCEDURES**

- Staff will unlock the gate to the Reading Garden & east library doors each morning after opening and lock the garden approximately 15 minutes before closing time.
- Staff will monitor the Reading Garden as needed.
- The Reading Garden will only be open for use from late April through October. Starting in November, the garden will not be open to the public other than as a fire escape.
- Snow removal will be minimal in the Reading Garden and no ice melt shall be used.
- Reading Garden users will be treated the same as if they are in the library.
- In the case of a fire emergency, all staff will be prepared to unlock the padlock to the garden gate. The Fire Department shall also have a key.

### **GUIDELINES**

- Library staff will provide access to the Reading Garden during the months of late April through October. Any use of the Reading Garden from November to April will be at the staff's discretion.
- Library staff will be able to close the Reading Garden at any time for the safety of the library or its users.