

Memorial Reading Garden Policy

POLICY STATEMENT

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

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

REGULATIONS

- The Memorial 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 Memorial 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 Memorial Reading Garden will only be available for use during library hours.
- The Memorial Reading Garden will only be open at the discretion of the staff regarding weather.
- No Smoking is allowed in the Memorial Reading Garden, in accordance with the Smoke Free Act of 2008.
- Garden visitors are asked to take everything they bring with them out of the garden.
- The Memorial 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 Garden.

PROCEDURES

- Staff will unlock the gate to the Memorial Reading Garden each morning after opening and lock the garden approximately 15 minutes before closing time.
- Staff will monitor the garden as needed.
- The 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 Memorial Reading Garden and no ice melt shall be used.
- 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 Memorial Reading Garden during the months of late April through October. Any use of the Memorial Reading Garden from November to early April will be at the staff's discretion.
- Library staff will be able to close the Memorial Reading Garden at any time for the safety of the library or its users.