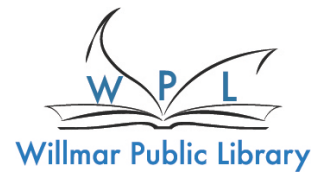


Genealogy & Conference Room Policy



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- Sign up at Adult Information Desk
 - Patron must give staff a library card, driver's license, or other form of ID in exchange for the room key
 - Room will remain locked when not in use
 - Reservations may be made through current year
 - Reservations are first-come first-served. Library cannot guarantee consistent openings for groups that meet on a set schedule.
 - All reservations must be made during library hours
 - Room capacity: 8 people
 - At the end of a time slot used, if no one else has signed up, patron may stay until another patron needs the room
 - No food or beverages allowed
 - No genealogy materials may leave the room except to photocopy
 - No pens, Post-It notes, or tape may be used on or around genealogy materials
 - Room may only be used during library hours