



201 Main Street, Sag Harbor, NY · 631-725-0049 · www.johnjermain.org

DESIGNATED SPACES POLICY

The Library reserves the right to limit access and use of designated spaces within the building, and in its digital, virtual, and social media spaces, for specific audiences and/or purposes. Limited-use areas include, but are not limited to, the Children's Room, the Teen Space, the Scala Rotunda, The Scholar's Study, the Lower Level tutoring space, the Community Meeting Room, the Library website, the Library Instagram account, the Library Teen Instagram account, and the Library Facebook page. This policy also applies to all renamed and reallocated spaces within the building, as well as any newly emerging digital platforms adopted by the Library. Each has its own requirements, outlined below. For additional information about the use of these areas, see the library's Meeting Room Use policy.

The Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces, and to make exceptions to designated use from time-to-time as the need arises.

THE SCALA ROTUNDA

The Rotunda is reserved exclusively for quiet study and contemplation. Conversations, cell-phone use, the use of audio-devices without headphones, and collaborative activities are not permitted in this space.

PAUL A. WAGNER SCHOLAR'S STUDY

The Scholar's Study, adjacent to the Scala Rotunda, is used for a variety of Library-sponsored or library-supported programming including, but not limited to, small seminar-style programs, critique groups, support groups, one-on-one programming, staff work requiring a designated space, and library-supported programming including Literacy Volunteer sessions. When the room is not in use by the library, it is available on a first-come, first-served basis for patrons pursuing quiet study only, and is not for use by tutors or patrons engaged in collaborative activities. The Library does not guarantee availability of this study space for patrons, and patrons using the room may be asked to leave if the room is required for library-related activities. Anyone using this room should be aware that staff may access the space at any time for the retrieval of reference materials.

PHILIP DUSENBERRY COMMUNITY WORKROOM

The Community Workroom, located on the Main Floor, is used for a variety of library-sponsored and library-supported programming including, but not limited to, small seminar-style programs, critique groups, support groups, one-on-one programming, staff work requiring a designated space, and library-supported programming including Literacy Volunteer sessions. When the room is not in use by the library, it is available on a first-come, first-served basis for patrons pursuing quiet study only, and is not for use by tutors or patrons engaged in collaborative activities. The Library does not guarantee availability of this study space for patrons, and patrons using the room may be asked to leave if the room is required for library-related activities. Anyone using this room should be aware that staff may access the space at any time for the retrieval of reference materials.

PAUL A. WAGNER CHILDREN'S ROOM

The Children's Room is designed and intended for use by children, birth through 8th grade, their parents/caregivers, and educators. Other patrons should limit their visits to the Children's Room to the perusal of the collection and the selection of materials. Information on the use of computers in the Children's Room can be found in the Computer Use Policy.

TED BALDWIN TEEN SPACE

The Teen Space, located on the Lower Level, is intended for use by teens in grades 6 through 12. Other patrons should limit their visits to the Teen Space to the perusal of the collection and the selection of materials. Information on the use of computers in the Teen Space can be found in the Computer Use Policy.

UPPER LEVEL COMPUTER LAB

The Computer Lab includes public computers for use by patrons ages 14 through adult.

These computers may be accessed via a log-in using the barcode from any Suffolk County Library card or with a guest pass. Daily use of these computers is limited to a maximum of 4 hours and 5 minutes per person. Additional information can be found in the Computer Use Policy.

TUTORIAL/GROUP STUDY AREAS

The Library has designated the tables outside of the Meeting Room for tutoring and group study. These tables are available on a first-come, first-served basis;

they may not be reserved, nor may other Library users be asked to move to accommodate tutors or groups. The Library does not guarantee availability of tutorial/group study space.

THE FRIENDS OF THE LIBRARY COMMUNITY MEETING ROOM

The Meeting Room is used for a variety of Library-sponsored or Library-supported programming including, but not limited to, small seminar-style programs, critique groups, support groups, one-on-one programming, staff work requiring a designated space, and Library supported programming including Literacy Volunteer sessions.

JOHN JERMAIN DIGITAL AND VIRTUAL PLATFORMS AND SPACES

The Library's virtual and electronic spaces, including its website, calendar, and social media accounts, are used for promotion of the library and its collections, for the dissemination of information, as well as for a variety of library-sponsored and library-supported programming. The use of these platforms by other organizations is strictly limited to the terms set forth in our Meeting Room Use Policy, and are subject to the director's approval.

APPROVED BY THE BOARD OF TRUSTEES: SEPTEMBER 2017
WITH UPDATES TO REFLECT SPACE-USE CHANGES: SEPTEMBER 2018
WITH AMENDMENTS ADDED APRIL 2020