

| <b>Presque Isle Community Library</b> |                                  |
|---------------------------------------|----------------------------------|
| <b>Title:</b>                         | Lower Level Storage Space Policy |
| <b>Original Adoption Date:</b>        | October 13, 2015                 |
| <b>Suggested Review Cycle:</b>        | 5 years                          |
| <b>Revision Date(s):</b>              | July 9, 2024                     |

- 1) **PURPOSE:** To define how storage space in the basement of the Presque Isle Community Library is allocated.
- 2) **POLICY:** The creation of the multi-purpose room in the basement of the Presque Isle Community Library limited storage space historically available to community groups.
  - a) The Presque Isle Community Library Director shall, in its discretion, allocate storage space and it reserves the right to limit or deny access to same for any reason whatsoever, including for use or future use of the Library or Town, notwithstanding any previously approved prior use or reserved status.
  - b) The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item so stored. All items stored are there at the owner's risk, although the Town's Building and contents insurance may provide some reimbursement resulting from covered losses.
  - c) To request storage space, community groups must complete a request for storage space form, to detail the space requested, square feet sought and duration of the storage. Requests may not exceed one year in duration. The release must be signed by the community group and approved by the Presque Isle Community Library Director before any item(s) may be placed in the lower level for storage.
  - d) **Lower Level Storage Rules**
    - i) Storage of materials shall be neat, orderly, contained, and stable.
    - ii) Storage of hazardous or flammable materials is prohibited.
    - iii) Any racking, shelving, or fixtures to facilitate storage must be pre-approved.
    - iv) Movement or removal of stored items may be required at any time for any reason. (The Library will make every effort to provide at least a 2-week advance notice).
    - v) Storage may not exceed one year and expires on December 31 annually.
    - vi) Renewal requests must be submitted by December 1st for the following year.
    - vii) Failure to remove items either upon request or at the end of the storage term may result in the immediate disposal of stored items.

## Lower Level Storage Space Application

Date of Application:

Organization Name:

Name of Applicant:

Library Card Number of Applicant:

(Applicant must have a library card in good standing and be 18 years or older.)

Home Phone:

Business Phone:

email:

Address:

Name of secondary contact person from the Organization:

Home Phone:

Business Phone:

email:

Purpose for storage at the Library:

Description of materials to be stored at the Library:

Storage time period requested (may not exceed next calendar year end):

Cubic footage requested:

(Attach a depiction of the footprint of the space requested, using the schematic provided)

In consideration of the privilege of storing materials at the Library, the undersigned applicant and Organization hereby releases the Library from any responsibility for loss, damage, or destruction of any and all materials stored at the Library, and assumes full responsibility for any damage caused to the building or its contents resulting from said storage. The applicant and Organization further agree to fully comply with all of the Lower Level Storage Rules on the reverse hereof.

Name of Organization and Signature of Applicant:

\_\_\_\_\_ Date: \_\_\_\_\_

Board Approval (signature and title):

\_\_\_\_\_ Date: \_\_\_\_\_

