

Presque Isle Community Library	
Title:	Storage Space Policy
Original Adoption Date:	October 13, 2015
Suggested Review Cycle:	5 years
Revision Date(s):	August 11, 2026

1) **PURPOSE:** To define how storage space in the Presque Isle Community Library is allocated.

2) **POLICY:**

- a) The Presque Isle Community Library Board shall, in its discretion, allocate storage space and it reserves the right to limit or deny access 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 at the owner's risk.
- c) To request storage space, community groups must complete a Storage Space Application detailing the space requested, 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 Board before any item(s) may be placed in storage.
- d) **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 July 1 annually.
 - vi) Renewal requests must be submitted by June 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 disposal of stored items.

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 location of materials in the Library:

Storage time period requested (pending renewal each July 1):

In consideration of the privilege of storing materials at the Library, the undersigned applicant 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 further agrees to fully comply with all of the Storage Rules on the reverse.

Name of Organization and Signature of Applicant:

_____ Date: _____

Board Approval (signature and title):

_____ Date: _____