

MAIN LIBRARY SENSORY ROOMS POLICY

APPLICABILITY

This policy applies to Durham County Main Library's Multi Sensory Environment (MSE) and Sensory Calming Room.

PURPOSE

The purpose of the Main Library Sensory Rooms Policy is to provide a basis for equitable service to all customers who request to use the Library's facilities and to clarify the responsibilities of both the Library and its customers regarding the use of Main Library's Sensory Rooms: the Multi Sensory Environment and the Sensory Calming Room. Durham County Main Library's Sensory Rooms exist to provide a safe, non-threatening environment to calm or stimulate individuals through each of the senses.

POLICY STATEMENT

Durham County Main Library makes its Sensory Room facilities available to individuals, local groups, and organizations for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission by the Library to use its facilities does not constitute an endorsement by Library staff, the Library Board of Trustees, or the Durham County Board of Commissioners.

Durham County Main Library's Sensory Rooms are not to be used as a base of operations for any club, business, or organization. Room use cannot exceed room capacity as determined by the Durham County Fire Marshal. The Library reserves the right to decline any reservation for any reason.

While using the Sensory Rooms, patrons must continue to abide by the Courteous Conduct Policy.

Abuse of the Sensory Room Policy may result in loss of room usage privileges.

Multi Sensory Environment:

A valid, full privileges Durham County Library card is required to reserve the Multi Sensory Environment. Temporary and Computer Use cards may not be used to reserve a room. The Multi Sensory Environment may be requested online (www.durhamcountylibrary.org/sensoryreservations), by email (Accessibility_Services@dconc.gov), by phone, or in person. Access to the room is only given during the hours of your reservation. Please notify the Library of cancellation prior to the reservation date so that the room may be made available to other patrons. Room reservations are forfeited if the individual or group has not arrived within 15 minutes of the scheduled start of the reservation. Room reservations will terminate one hour prior to the close of the library. Please note that the room must be used with at least one adult facilitator to guide and support

the experience. This person can be a parent/guardian, caregiver, direct support professional, teacher, or therapist.

Sensory Calming Room:

No library card or reservation is needed to access the Sensory Calming Room. The Sensory Calming Room is intended to be used as needed for sensory soothing. Adult supervision is required for anyone under the age of 15.

STIPULATIONS

Multi Sensory Environment

- Reservation requests may be made no more than 30 days in advance.
- Each reservation is subject to approval by Library staff.
- Reservation requests must include the customer's name, phone number, email address, and any affiliated groups or organizations.
- Reservations are for 30-minute increments, with an additional 15-minute cleaning time automatically added to the end of every reservation.
- The person whose card was used to make the reservation must be present to enter the room.
- An individual or group may have a maximum of one outstanding reservation at any time. Reservations are made in 30-minute increments. To ensure fair access for all patrons, the MSE allows up to two hours of total reservations per day.

Sensory Calming Room

- No room reservation is required.
- Room is to be used for sensory soothing as needed.
- The Sensory Calming Room may be used for up to 30 minutes a day.
- Adult supervision is required for anyone under the age of 15.

FEES

Use of the Multi Sensory Environment and Sensory Calming Room is free.

Customers who use the Sensory Rooms accept responsibility for costs for additional cleaning and/or repairs due to damage done to library property.

Any damage or room use fees will be assessed to the library card number associated with the reservation.

RESPONSIBILITY

It is the responsibility of all Library staff to understand this policy fully so as to ensure fair and equitable application. It is the responsibility of the Deputy Director, Assistant Director for Planning and Facilities, and Community Engagement Administrator with the advice of the Board

of Trustees, to interpret, monitor and recommend updates to this policy. The Library Director is the final authority regarding restrictions on the use of the library.