**Hull Public Library**

**Hull, Iowa**

**Access and Services**

**Free library service is available to residents of Hull and the surrounding area. Service will not be denied or abridged because of age, disability, religious, racial, social, economic, sexual, or political status.**

1. **Operations**
   * 1. HOURS
   1. (Monday & Wednesday—12:00- 8:00 p.m.) (Tuesday & Thursday—9:00 a.m.- 5:30 p.m.) (Friday—12:00 p.m.- 5:00 p.m.) (Saturday—9:00 a.m.- 12:30 p.m.)
   2. The Library will be closed on Sunday and the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. The Library will close at 4:00 p.m. on Thanksgiving Eve, Christmas Eve, and New Year’s Eve.
   3. If the Library needs to be closed for inclement weather, the announcement will be made on KSOU, the Library’s website, Library email lists, as well as the Library’s Facebook page.
      1. PROCEDURES
         1. Library cards
      2. A library card is needed to check out materials.
      3. Items checked out are shown to the patron via SLIP (Supply Library Information to Patron).
      4. The patron is responsible for all materials borrowed on his/her card and for all library resource access for their account.
      5. By signing up for a library card the user is agreeing to all library policies and procedures. The user also acknowledges that they (and their family if it is a family card) have access to all library resources and materials, including but not limited to books, movies, computer access, and library programs.
      6. All library users ages 13 and under must have a parent/guardian present in order to sign up for a library account. Library users ages 14 and up are able to sign up for a library account at any time.
         1. Check- out time periods
2. Books---two weeks
3. Periodicals---two weeks
4. Visual materials (movies)---one week
5. Visual materials (TV shows)---two weeks
6. Audio books---two weeks
7. STEM Kits---four days
8. Board Games---two weeks
9. Puzzles---thirty days
10. TonieBox Kits---one week
11. TonieBox Characters---one week
12. FlexShare Materials---three weeks
13. There is no limit to the number of book and periodical check-outs, but visual materials are limited to five per family, TonieBox kits are limited to one per family, TonieBox Characters are limited to two per family, Board Games are limited to one per family, and STEM Kits are limited to one per family.
14. Library materials may be renewed a maximum of two times. TonieBoxes and TonieBox Characters cannot be renewed.
15. Library materials that have a reserve on them may not be renewed.
    * + 1. All materials may be renewed in person, by telephone, by online card catalog, by email, via the myLIBRO app, or by Facebook Messaging.
        2. Reserves
16. Materials not immediately available may be reserved.
17. The patron will be notified by telephone and/or email when materials become available. If the reserved item is not picked up within three days of notification, the material will return to circulation.
    * + 1. Inter-library Loan (Borrowing from other libraries)
18. The Library will request from other libraries for our patrons if the materials are not available in our collection. This is accomplished through SILO (State of Iowa Library Online).
19. Inter-library Loan overdue fees will be paid by the patron.
    * + 1. Overdue policies (Extended use charges)

Our Library’s circulation policy, including any penalties for late returns, is designed to make the best possible use of the library’s collection for the greatest number of individuals. The Library is much more interested in having materials returned than in collecting fines. A fine is an extended use charge that can be easily avoided by timely renewal.

1. A fine of $0.05 per day (excluding Sundays and holidays) is charged for all library materials except visual materials. The overdue charge on visual materials is $0.50 per day. No fine shall exceed $2.00 per item.
2. A cumulative fine of over $5.00 must be paid in total or in part before additional items may be borrowed.
3. As of 2/22/2010 the library staff will give patrons with items that are overdue by more than one week a courtesy phone call as a reminder that their items are overdue and that they should be either renewed or returned.
   * + 1. Lost and damaged materials

When a patron loses library materials, he/she is required to pay for them. The charge for lost items will be the retail price for the item. The charge for damaged materials, depending upon the extent of the damages, will be set by the Library Director. Failure to pay for lost or damaged materials may mean suspended check-out privileges.

* + - 1. Fees

1. Photocopying---15 cents per sheet

---1.00 dollar per color sheet

1. FAX (Sending)
2. First sheet---$1.00
3. Additional sheets---$0.10 per sheet
4. Copies from computer printer---15 cents per sheet

---1.00 dollar per color sheet

**II. Services**

1. Computers, including the use of the Internet, are available for the public.
2. Programming for children
3. Spring and Fall Story Hour for three, four, and five-year-olds.
4. Summer Reading Program for children in kindergarten through sixth grade, for seventh through twelfth grade, and for adults.
5. Toddler Time for kids ages 3 and younger.
6. 1000 Books Before Kindergarten.
7. Library Club for kids in elementary school and older
8. Chess Club for all ages.
9. Cooking Club for kids in elementary school and older
10. Other various programs throughout the year.
11. Various databases are available for reference services
12. Posters and Displays
13. Posters and notices may be placed in the entrance area with the approval of the Library staff.
14. Displays may be placed on the mantle with staff approval.
15. Outreach- Staff will bring materials every two months to Aspen Heights Assisted Living, and every two months to Hull Homestead.
16. Open Access

SILO (State of Iowa Libraries Online) provides a statewide card catalog accessed via the Internet. This allows the Hull Public Library to borrow and loan books with other Iowa Libraries.

1. Open Access provides a statewide library card. Each participating library agrees to honor cards from patrons of other participating libraries. The State of Iowa will reimburse a percentage of postage.
2. Tours

Tours of the Library for the purpose of educating people about the resources, services, and proper use of the Library will be encouraged.

1. FAX

The FAX machine is available for public use with fees per the schedule described above.

**III. State Library Programs**

1. State Library
2. The State Library staff provides consulting services to local library staff, trustees, and local government officials. They also help local libraries with special projects.
3. The State Library has developed and maintains a continuing education program for library personnel. They offer workshops that can be applied toward certification and re-certification of public librarians. They also provide workshops for trustees.
4. The State Library provides a back-up reference service for unanswered questions at the local library.
5. An important initiative of the State Library is Enrich Iowa which is a direct state aid program for public libraries based on public library standards. Enrich Iowa funds are used to enhance services of our library.
6. The State Library is in charge of the certification of public librarians and libraries.
7. The State Library offers special direct library services to individual customers.
8. The State Library publishes these helpful documents: online newsletter, Continuing Education Catalog (online), Iowa Public Library Statistics, Iowa Library Directory, and access to the Summer Reading Library Program Manual.

Policy updated on 02/22/2010

Policy updated on 10/15/2014

Policy updated on 10/18/2017

Policy updated on 04/14/2021

Policy updated on 06/26/2024

**Hull Public Library**

**Hull, Iowa**

**Collections, Computers, and Technology**

1. **COLLECTION MANAGEMENT**
2. Collection Development
3. The purpose of the collections of the Hull Public Library is to provide materials, reference assistance and help to meet the cultural, educational and recreational needs of our patrons.
4. The Library is dedicated to provide service and to give aid to persons of all nationalities, age, sex, religious persuasion or disability. Therefore materials selected should reflect varied backgrounds, interests, religions, ethnic groups, and educational levels of our Hull community. Materials should also present conflicting opinions and opposite points of view on matters of public interest in accordance with an unbiased and objective criterion.
5. Selection
6. The Library Director will be responsible for the selection and purchasing of books and materials. The Director will consider the needs of the community and also the suggestions from the community. Published book reviews are also used to aid selection.
7. Materials are selected for all age groups. All materials added to the library collection are entered into our computer system with the exception of periodicals. The library uses Biblionix Apollo which provides an online card catalog for our patrons and is updated on a continuous basis.
8. Withdrawal of Materials
9. Out of date, badly worn, and poorly presented materials should be withdrawn under the direction of the Library Director. He/she will also dispose of weeded materials.
10. According to the standards set by the State Library of Iowa, three percent or more of the library’s collection should be withdrawn each year. Materials should be evaluated for retention, replacement, or withdrawal.
11. Reconsideration Policy
12. Complaints about specific works included in the library’s collection should be handled through the Library Director and the board of Trustees.
13. The Library Director will first handle complaints informally. If a patron is not satisfied, he/she may submit the complaint in writing to the Board of Trustees. (See Appendix C)
14. At the next regular board meeting the Board of Trustees will make the final decision on the complaint submitted.
15. Confidentiality of Library Records
16. The Board of Trustees of the Hull Public Library recognizes that the circulation records of our library are confidential in nature and should not be made available to anyone including any agency of federal, state, or local government except pursuant to federal, state, or local law relating to civil, criminal, or administrative investigatory power.
17. The Hull Public Library complies with the Open Records Law. (See Appendix D)
18. Gifts, Memorials, and Donations
19. People who wish to donate materials (Books, Movies, TV Shows, Games, etc.) may do so with the understanding that the library reserves the right to dispose of them as the librarians see fit. Once donations are accepted they become the property of the library. If the librarians decide not to use them, they may be given to where they may be needed. One option is to sell them at the annual book sale. The staff may sign for items donated to the library but will not assess a value for donated materials. The Library Director has the prerogative of refusing to accept materials which he/she believes do not contribute to the purpose of the library or cannot be accommodated in the library.
20. Physical Donations (Non Book, Movie, Collection-Related)

The Library Board of Trustees must approve any physical donations other than materials for the library’s collections **before** items are brought to the Library.

1. Items being donated must follow these requirements:

1. Donated materials must be free of mold and other physical damage.

2. All materials become the sole property of the Library and may be disposed of at the discretion of the Library.

3. The Library reserves the right to decide the conditions of display, housing, and access to the materials.

4. Among the criteria on which the decision shall be based are need, space, impact on staff time, and expense and frequency of maintenance.

1. If conditions are attached to any gift, those conditions need to be approved by the Library Board of Trustees. Items left anonymously at the Library will be considered lost items and treated as such.
2. The library is not obligated to keep donated materials for any length of time. The Library Board of Trustees reserves the right to make the final decision on the disposition of any gift.
3. A gift to the Library may represent a tax deduction for the owner. The Library staff cannot, however, provide the prospective donor with an appraisal of any gift.

**II. ALA STATEMENTS**

The Board of Trustees of the Hull Public Library adopts and declares that it will adhere to and support The Freedom to Read Statement and The Library Bill of Rights adopted by the American Library Association. (See Appendix A & B)

**III. COMPUTER AND INTERNET POLICIES**

The Hull Public Library has eight computers available for public use. They all contain the online catalog. The library has one laser printer for library and patron use.

1. The computers will be open for public use during regular library hours.
2. Anyone with a library card may use the library’s public access computers. In the case of minors it is the parent/guardian who is responsible for what their children access, not library staff. Guests to the library may request access and sign in at the front desk.
3. There is a printing charge of 15 cents per page for black and white printing and a charge of 1.00 dollar per page for color printing.
4. No food or drink is allowed near computers.
5. The library assumes no responsibility for the confidentiality of information saved to the hard drive of the computer. All communications stored on the hard drive are the property of the general public.
6. The library staff reserves the right to suspend a patron’s computer privileges for inappropriate use of the computers or programs.
7. Please see the attachment for Patron Guidelines for Internet Use and the Internet Access Agreement.

**IV. IN- HOUSE EQUIPMENT**

1. Computer usage and Internet access is available to patrons with library cards. Access for non- library card holders will lie at the discretion of the library staff.
2. A FAX machine is available for patron usage with the fees as set by policy.

Policy reviewed on 01/29/2008

Policy reviewed on 10/15/2014

Policy reviewed on 06/13/2018

Policy updated on 06/09/2021

Policy reviewed on 08/24/2024

**Hull Public Library**

**Hull, Iowa**

**Relationships, Rights, and Responsibilities**

1. **Internal Relations**
2. The Board of Directors appoints the Library Director. This appointment is subject to the review and approval of the Hull City Council.
3. The responsibility of the Library Director is to implement effectively and efficiently the policies developed by the Library Board of Trustees.
4. Subject to Board approval, the Library Director hires and evaluates the other members of the library staff.
5. The Friends of the Hull Public Library consists of volunteers who are governed by an executive board. The members meet annually to conduct business. This organization helps and supports special programs and celebrations.
6. The Library Board of Trustees and the Library Director makes use of the services and consultants of the state and regional library agencies. The Hull Public Library is a member of the Iowa Library Association.

**II. External Relations**

1. The library staff strives to provide excellent and friendly services to its patrons and the community.
2. The Library Board, Library Director and staff maintain an active program of public relations. Posters, public notices, school contacts, newspapers, and local cable stations are used to inform the public of library activities and services. The City of Hull’s website also contains a library link.
3. Friends of the Hull Public Library promote the library with their Birthday Book Club, Bags for Babies, and an outreach to the local nursing home.
4. Primarily the city and the county fund the library. State and federal funds also supplement the library budget.
5. The Board of Trustees and Library Director prepare a budget that is presented to the City council for approval. Each month the Library Director submits the monthly bills to the City Council for approval. Once a year the budget may be amended.

**III. Patron Rights and Responsibilities**

1. The dress code for patrons should comply with appropriate dress for a public facility.
2. The Hull Public Library provides a safe, comfortable environment for their patrons.
3. Patrons are requested to comply with the following behavioral standards:
4. Patrons may not make unnecessary noise in the library to the extent that it is annoying to other library users. If the noise continues, a staff member will ask the person or persons to leave the library.
5. Consumption of food or beverage is prohibited in the library except with consent of the librarian on duty.
6. Any behavior which disrupts, is abusive to staff or other patrons, or endangers oneself or others will not be tolerated.
7. The library staff member in charge is responsible for enforcing the patron behavior policy. Inappropriate behavior will be confronted as soon as possible. The staff member will discuss the inappropriate behavior with the patron, suggest alternatives, and state consequences if the behavior continues.

**IV. Unattended Children**

1. If children or teens refuse to behave appropriately, their parents or caregivers may be called.
2. The library is a public service to provide media for children and not to provide daycare.

**Patron Code of Conduct Policy & Procedure**

**Patron Conduct Policy**

The Hull Public Library strives to serve its community with a wide range of library services and resources. To ensure that the library facilities are safe, welcoming, and provide equal access for all library users the following rules have been put in place and approved by the Hull Public Library Board of Trustees.

**Patron Expectations**

Each Patron is responsible for behaving in a way that is congruent with library policies and appropriate for a public setting, ensuring that the library is a welcoming environment for everybody.

Prohibited conduct includes, but is not limited to, the following:

* Intentionally annoying, harassing, or threatening another individual.
* Behaving in an excessively loud, raucous, or disorderly manner as defined by library staff.
* Use of abusive or profane language; directed towards library staff or other library patrons.
* Running or racing in the library and library entryway & hallway.
* Obstructing the library entrances; both interior and exterior entrances.
* Using skates, roller blades, or skateboards in the library, library entryway, and hallway.
* Vandalizing or deliberate destruction of library property. Note: Library patron or patron guardian will be responsible for any and all damages done to library property.
* Theft of personal property of other library patrons or library staff.
* Leaving personal property unattended. Note: The library and its staff ARE NOT responsible in any way or for anything that happens to personal property that is left in the library unattended.
* Misuse of library restrooms.
* Misuse of library facilities or deliberate use of library facilities for unintended purposes.
* Entering restricted or locked areas of the library without prior library staff permission.
* Eating or drinking while using the library computers.
* When the library community room is in use any loitering (by unaffiliated persons) in the hallway and library entryway.
* Use of any type of smoking, vaping, e-cigarettes, or chewing tobacco.
* Any violation of city, state, or federal law.

**Enforcement**

The enforcement of any of these violations may take the form of any of the following, depending on the severity of the conduct, which will be determined by the staff on duty. Library staff may use any of these consequences at any time.

* Most cases of patron misbehavior will result in library staff issuing the patron a verbal warning about their behavior, including the consequences should the behavior continue. Patrons may receive up to two warnings before being asked to leave the library for the day. However, two warnings is not a requirement and if library staff deem the behavior to merit it only one warning may be issued before the patron/s is asked to leave for the day.
* Any patron/s that does not modify their behavior will be asked to leave the library for the rest of the day. An incident report will be filled out by library staff.
* Any patron behavior that library staff judge as extreme or threatening can result in that person/persons being directed by library staff to immediately leave the library premises. Law enforcement may be called without warning in these situations. An incident report will be filled out by library staff.
* Any patrons that engage in inappropriate or disruptive behavior on a consistent or recurring basis or who engage in any unlawful activity may have their library privileges revoked, including potential banning from the library premises for a length of time to be determined by the library director.

The library director has full discretion to implement, review, and amend patron behavior consequences. An appeal in writing may be submitted to the Library Board of Trustees. Appeals will be considered by the Library Board of Trustees at the next regularly scheduled meeting.

Policy Adopted 05/21/2025

**Hull, Iowa**

**Internet Access Policy and Computer Use**

**I. Introduction**

Welcome to the Hull Public Library's Internet Access. To best utilize the availability of Internet resources and to insure fair accessibility for all library patrons, please follow these Internet Access Guidelines, which include our Internet policies, rules and procedures.

In response to advances in technology and the changing needs of the community, the Hull Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the Hull community. It is in response to this mission that the Hull Public Library offers public access to the Internet.

The Hull Public Library does not monitor and has no control over the information accessed through the Internet. The Library cannot be responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. ***A content filter is present on library computers to meet the federal guidelines of the “Child Internet Protection Act.”***

Library policy provides Internet access equally to all library users. Users should be advised that because security is technically difficult to achieve, electronic transactions and files could become public. The library also affirms the responsibility of parents to determine and monitor their children's use of library materials and resources. Some information found on the Internet is of mature nature and not suitable for children. **PARENTS or GUARDIANS, not the library staff, are responsible for the information selected by children.**

Not all sources on the Internet provide accurate, complete or current information. You need to be a good information consumer, questioning the validity of the information you find.

**II. Staff Assistance**

Library staff cannot provide in-depth training concerning Internet access, computer jargon, or computer use. We may, however, be able to offer searching suggestions and answer questions.

Have fun exploring the Internet but please remember that many times you will find the specific information you need in our books, periodicals, CD-ROM databases, or other resources.

**III. Guidelines**

**Special Note: Patrons using the computers and the Internet through the Hull Public Library must conform to the following guidelines:**

1. Patrons that have a valid library card on file are allowed access to library computers and function. Guests will need to sign a Computer Use User Agreement Form for computer access. Patrons younger than 18 must have his/her parent or guardian come to the library and sign the internet Access Form to be eligible for Internet Access.

2. Anyone with a library card may use the library’s public access computers. In the case of minors it is the parent/guardian who is responsible for what their children access, not library staff. Guests to the library may request access and sign in at the front desk.

3. Patrons must sign in at the desk to use the Internet. Visitors to Hull must register at the desk to receive permission to use the computers. Please check with the Librarian on duty before using the Internet.

1. Patrons may use the Internet for one hour at a time.
2. Only one patron may be on a computer at a time, unless it is a parent/guardian assisting a child ***or it is students working together on a project***.
3. No food or drink is allowed by the computers.
4. Do not reset or restart the computers.
5. Do not add or delete programs or icons.
6. Do not alter the computer’s settings or system files.

11. Software owned or supplied by users may not be installed on library computers.

12. Users may not save their data on the hard drives of the library computers.

13. Information can be printed at a charge of **.15 cents per sheet for black and white and $1.00 per sheet for color.**

14. You are responsible to pay the costs if you gain access to any service via the Internet, which has a cost involved or if you incur any other types of costs while using the Internet.

15. The Hull Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computer.

16. **Misuse of the computer or Internet access will result in the loss of your computer privileges.** Misuse includes sending, receiving, or displaying text or graphics, which may reasonably be construed as obscene. It also includes abusive language or pictures, software piracy, violation of copyright laws or unauthorized use, attempts to learn the password of other users***, any form of “hacking” or other unlawful activities,*** and destruction or alteration of data belonging to other users. The length of the suspension is at the discretion of the library staff.

Policy updated on 01/29/2008

Policy updated on 08/17/2011

Policy updated on 10/15/2014

Policy updated on 10/18/2017

Policy updated on 06/09/2021

Policy updated on 08/24/2024

**Appendix G**

**Hull Public Library Community Room Policies and Contract**

The purpose of the Hull Public Library Community Room is to provide the community of Hull with a space that can be used for meetings, gatherings, and other events.

**Cost of Renting the Hull Library Community Room**

There is a cost of $60.00 to be paid to the library for the use of the community room. This is a flat rate and does not change based on amount of time the room is needed for. City organizations and non-profit organizations are exempt from this fee.

**Room Rental Times**

1. The Hull Library Community Room is available for rental Monday through Saturday each week. The room is not available for rental on Sundays or holidays where the library is closed. The room is available for rent during normal library hours in addition to other times as well. However, the room is unavailable to rent during the hours of 11:00pm- 6:00am. If a renter has the room rented for an evening they must be done and out of the room by 11:00pm.
2. The Hull Library Community Room cannot be rented any more than six months ahead of the desired rental date.

**Room Facilities**

1. There are approximately 65 chairs and 17 tables of various sizes in the community room for renters to use.
2. There is a white board for which the library provides markers and erasers.
3. There is a pull- down projector screen in the community room.
4. There is a faucet and sink available for use.
5. There is a microwave and mini refrigerator available for use during rental
6. There is access to library restrooms.
7. Renters are not allowed to store materials, supplies, equipment, etc. in the library’s community room outside of their rental time.
8. The library is not responsible for any personal property brought into the community room. Any materials left in the community room will be added to the library’s lost and found and after six months will be donated.

**Renter Responsibilities**

1. The room rental fee must be paid in advance of rental time. If the room is going to be used outside of normal library operating hours it is the responsibility of the renter to come to the library ahead of time to pick up a key to the room and to learn the procedures for locking the outside library doors and the proper key procedures. The key is to be returned through the library book drop (located on the clock tower) when the event is over and the outer doors are locked. The renter is responsible for the library key and its return. The key being lost or not returned through the book drop when the event is complete will result in the library locks being rekeyed at the renter’s expense.
2. The renter must leave the library community room as it was when they found it (ie. Putting tables and chairs away that they used that were not already set up)
3. The renter is responsible for cleaning the room when they are done. This includes tables, chairs, floors, counters, restrooms, etc. as needed.
4. The renter is responsible for any food or drink that they use in the room and is also responsible for any and all plates, cups, utensils, napkins, or other supplies needed for their meeting. **Please note…Per City of Hull facility rental policy there is NO alcohol allowed in the Library Community Room or on Library grounds.**
5. The library does have a projector, DVD player, and TV available upon request. If any of these pieces of equipment are needed the renter is required to find a time to come to the library to be instructed in their use. The library also has all of the appropriate cables to hook up the projector to a laptop, however, it does not have a laptop available for renter’s to use.
6. Renters of the room are responsible for any damage, beyond normal wear and tear, to the room that occurs while they are renting it. The library will have the damage fixed and the renter shall be billed the amount of the repairs.
7. Before being allowed to rent the library’s community room the renter (or if the renter is a business, a representative of the business) must come to the library and fill out the Hull Library Community Room contract.

Policy updated 05/16/2018

Policy updated 05/13/2021

Policy updated 03/13/2024

Policy updated 05/21/2025

**Hull Public Library Community Room Rental Agreement**

Please read the Hull Public Library Community Room Policy before filling out the rental agreement as signing the agreement shows your understanding of and agreement to these policies.

Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Responsible Individual\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Your Event/Meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time (Allow for Set Up)\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time (Allow for take down)\_\_\_\_\_\_\_\_\_\_\_\_

Place a Check Next to Any Equipment You Might Need

\_\_\_Projector \_\_\_DVD Player \_\_\_Television

I have read the Hull Library Community Room Policy and agree to abide by it.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**For Library Personnel**

Date agreement form submitted\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member accepting agreement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid Rental Fee\_\_\_\_\_\_\_\_\_