



Category: Policies and Procedures

Title: Patron Policy

Original Date: January 6, 2008

Revised Date: July 17, 2023

Policy: Room/Presentation/Program Policy

Procedure:

The Albany Carnegie Public Library allows use of the Genealogy Room and other library spaces to be scheduled for use by outside entities and to be closed or opened after normal business hours for Programs and Presentations.

Scheduling of the room/space is maintained on a first come first serve basis with the Library meetings and programs taking precedence, space can be scheduled through the Albany Carnegie Public Library Website or by calling and requesting the room via the phone.

All scheduled meetings/presentations/programs at the library that are open to the public must have an age designation on all advertisements for the event.

If a patron wishes to challenge the use of the library for a meeting or presentation, then they can do so by completing the Reconsideration of Library Material Form and return it to the Library Director.