

Building Service Policies & Regulations

Gordon City Library

2025

I. Responsibilities for Maintenance

- A. The Library Board shall promote the maintenance of the library facility through communicating needs to the governing body if such is necessary.

- B. Maintenance tasks and costs are the responsibility of the City of Gordon.

II. Addition of Decorative Items

- A. The Library Board in cooperation with the Library Director shall supervise the addition of any decorative items which are permanent in nature.

III. Use of Building Outside Library Hours

- A. Any individual or group desiring to use the library facility outside of regular library hours must obtain permission from the Library Board to do so.

IV. Smoking, Food, and Beverages

- A. No smoking is allowed anywhere in the library building.

- B. No food or beverage is allowed in the library building unless permission for such food or beverage is obtained from the Library Board.

- C. No alcoholic beverages are allowed at any time on library property.

IV. Posters, Displays, Exhibits, Pamphlets, Etc.

- A. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., shall be exhibited, displayed, or placed in the library for viewing or for distribution without the permission of the Library Director.

- B. Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library's collection which have a relationship to the subject of the display.

- C. Political posters or materials which promote any solicitation or collection shall not be allowed.
- D. The library assumes no responsibility for preservation, protection, or possible damage or theft of any items displayed or exhibited. All the items placed in the library are placed at the owner's risk.

IV. Emergency Procedures

- A. In the event of an emergency, such as a tornado warning, the library is to be closed and the building evacuated. All persons must leave, including the library staff.
- B. If any person needs assistance in reaching a safe place or shelter, the librarian shall request this from the Gordon Police Department.
- C. If any person does not have a safe location and they need transportation to the City Auditorium, which is a disaster shelter, the Gordon Police Department should be contacted for their assistance.

Approved August 12, 2025
by the Gordon City Library Board of Trustees