

Whitehall Public Library Policies

Title	Second Chapter Café Policy and Procedures
Date Approved	2/9/2011
Amended	10/8/2014
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Purpose:

The Whitehall Public Library's Second Chapter Café is a unique library space for our Older Adult patrons to come and enjoy the library as well as the company of others. The Library encourages everyone to make the most of what it has to offer.

Statement of Policy:

The Whitehall Public Library will do its best to ensure that the Second Chapter Café is used and enjoyed to its fullest potential.

The Second Chapter Café will remain open and available for adult patrons to explore and enjoy, except when reserved for specific Library programs. The Library will post a calendar, allowing patrons to schedule their use of the space accordingly.

Our coffee station is self-service. Please use it carefully and respectfully; cleaning up after each use. If you require any assistance or supplies please ask at the front desk. Donations for the Library's coffee service are welcomed.

Please dispose of and/or recycle empty containers properly.

In addition to Second Chapter Café print resources, there are numerous CDs, DVDs, and games to enjoy. Please feel free to take advantage of all that the Second Chapter Café has to offer. However, we do encourage everyone to be respectful of others in the room. The Café has been designed for multi-functional use. There are wireless headsets for those who wish to listen to music and/or watch movies while others are using the space.

Certain Café devices (e-readers and i-Pads) are kept at the front desk. Simply ask to sign out the devices for Café use.

Please ask at the front desk for assistance regarding the use of any equipment, including audio/visual materials, games, and devices.

Available Second Chapter Café audio/visual equipment may be used on a first-come, first-served basis; however, we encourage patrons to be aware of their time and respectful of the time of others who may be interested in using the same devices.

Please Note:

Prior to the establishment of the Library's Second Chapter Café, the Whitehall Public Library provided meeting and private study space for Library programs and meetings in what was previously known as the Library's Multi-Purpose Room. Although it is not wholly restricted for alternative use, it is first and foremost reserved for Library or Library-sponsored senior activities. Because the Second Chapter Café will remain open and available for the public to enjoy when programs are not scheduled, this room may no longer be reserved for meeting space, tutoring, or private study. Exceptions to this policy may be made at the discretion of the Library Director.