

Basement Use Policy – Solon Public Library

Due to the lack of sprinklers and/or inadequate exits, the fire department has determined that the library basement should not be used for anything except storage. Time spent in this area should be limited.

The basement door, accessing the stairway, should be kept closed to prevent the spread of fire, should a fire develop. The door to the electrical room should also be kept closed. Keeping this room closed helps control dust.

The Solon Library Board has determined that:

* There is **limited space** for the storage of any new items in the basement. Future storage concerns will be re-evaluated by the Library Board on a regular basis, with space needs of the library as their first priority.

* **Access to the downstairs must be approved by library staff and will not be encouraged when the library is not open.**

* Access to the basement, by non-library staff, will be supervised whenever possible. Specific members of the city and library staff, Friends of the Library and Steve Lee, the city building inspector, are the only key holders for access to the basement.

* Anyone requesting to search through old city records should be referred to the city administrator for permission.

Key holders:

- Library Director
- Library staff
- Scott Kleppe, Public Work Director
- City staff:
- Jack Neuzil/dinosaur storage

Storage is now limited to the following groups:

- Solon Boy Scouts/canoes

- Women's Club / club historical materials and supplies for Beef Days and Book Babies
- Dinosaurs (traveling collection which belongs to Jack Neuzil and the library)
- City of Solon / old files and surplus furniture
- Friends of the Library sorting area for book sales and garage sales
- Friends of the Library – Grant Wood prints/notecards
- Solon History Committee / old sign / additional materials

Storage includes space for this library purposes:

- Janitorial supplies
- Craft and children's program supplies
- Display items for seasonal window and bulletin board displays
- Storage for materials rotated into storage when not needed (i.e. Christmas puzzles, DVD's, music,)

Reviewed and approved 8/22/16