

## **Solon Public Library Basement Use Policy**

### **About Library Basement Use Policy**

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.

### **Safety Considerations:**

- For fire safety, the door leading to the basement stairway should be kept closed at all times.
- The door to the electrical room in the basement should also be closed to limit dust accumulation.
- Access to the basement 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 recorded in a log kept at the circulation desk.

### **Storage Considerations:**

The Solon Public Library Board has determined that there is limited space for the storage of items in the basement. Future storage requests will be re-evaluated by the Library Board on a regular basis, with space needs of the library as the first priority.

### **Current Library storage in the basement:**

- Janitorial supplies
- Trash and Recycling cans
- Office supplies
- Adult and Youth craft and program supplies
- Seasonal Display items
- Storage for collection items not currently being circulated (for example: duplicate copies and seasonal items)
- Future use: Laundry equipment for cleaning library puppets and towels

### **Other Groups with current Basement Storage:**

- Friends of the Library (Donations for all sales, donation sorting area, Grant Wood and other Friends merchandise)
- The SPL Foundation Board (Art Auction items)
- The Solon Women's Club (club historical materials and supplies for Beef Days and Book Babies)
- The City of Solon (old furniture, files, and some recycling)
- School District of Solon (emergency supplies tub)
- The Solon History Committee (historical records, binders, and files)
- Jack Neuzil's Dinosaurs (Traveling collection)

### **Basement Key Holders:**

- Library Director
- Library Staff
- Scott Kleppe, Director Public Works
- Friends of the Library
- Southslope
- Iowa Communications Network (ICN)