The Discovery Room is an events room on the first floor of Swansea Central Library. It is 62 sq m, has seating for up to 30 people, 8 folding tables, 12 public access PCs with free internet access, printer, WiFi and an interactive whiteboard.

Swansea Central Library can provide access to a laptop computer and the necessary cables to connect it to the interactive whiteboard, which acts as a projector.

Swansea Central Library has a public access wireless network accessible to library members. You can access this with your wireless device or wireless enabled laptop and your library card number. If you are not a library member or don’t know your details, please see a member of staff at the customer service desk.

**Purpose of this Policy**

This policy is intended to describe the permitted uses and conditions of use for the Discovery Room at the Central Library. It also details the processes for making and managing bookings.

This policy may be subject to change following periodic review or in order to remain consistent with related Council policies where necessary.

**Permitted uses**

A library service plan at is available at [https://swan.ent.sirsidynix.net.uk/client/en_GB/search/asset/223/0](https://swan.ent.sirsidynix.net.uk/client/en_GB/search/asset/223/0) which describes the aims of the library service that inform the appropriateness of activities which can take place in libraries.

Swansea Libraries reserve the right to refuse applications to use the meeting rooms or public spaces where appropriate.

The Discovery Room is not available for any act of religious worship, political campaigning, or fundraising events that are not organised by library staff.

The Discovery Room is not available for private meetings.

Commercial activity including the sale of goods or services (other than library withdrawn stock sales) or the promotion of goods or services to library customers, is not permitted.

Events or meetings held in the Discovery Room must in no way interfere with the normal operation of the library.

19/11/2019
Charges of £10 per hour may apply if external organisations or individuals apply to use library space for educational uses which are charged for, and a charge of £20 per hour may apply to use by commercial or other organisations (for purposes other than the prohibited commercial activity described above). Please enquire for further information.

Making a Booking

Bookings are currently taken no further than 6 months ahead, for the periods April – September and October – March in any given year.

Please email discovery.room@swansea.gov.uk with any booking enquiries.

Bookings must be made at least 1 week in advance, confirmed by the return of the signed Booking Confirmation Form (see Appendix 1).

There is no guarantee that your required or preferred time will be available and previous bookings are not a guarantee that future bookings will be accepted.

Conditions of use

Health & Safety

Entrances and access routes should be kept free from obstruction at all times.

Library staff will arrange tables and chairs and set up any equipment requested at the time of booking.

Session organisers are responsible for any necessary risk assessment for activities taking place in the room.

Course / group leaders are required to make all attendees aware that smoking and the use of e-cigarettes is prohibited on library premises. They should also inform attendees of the location of toilets and fire exits (as per the information displayed in the room). It is also required that for regular sessions, the course leader alert the library staff of any attendees requiring fire evacuation assistance in the event of an emergency. In the case of a fire alarm sounding, all present should leave the building as quickly as possible, using the nearest signed route, to meet at the designated assembly point.

No equipment provided by Swansea Libraries should be altered, removed or in any way interfered with.

All personal electrical equipment used in the Discovery Room should be in good working order. Swansea Libraries and Swansea Council accept no responsibility for damage caused to electrical equipment whilst using power sockets in the Discovery Room or library.

19/11/2019
General

Please adhere to the time slot you have booked. The room will be available 10 minutes before your booking starts to set up; library staff will also use this time to change the layout of furniture if required. The Discovery Room must be vacated within 5 minutes of the end time of your booking - please allow attendees enough time to leave and all materials and equipment to be removed.

Publicity is the responsibility of the organiser and any material intended for display or distribution must be in line with the Swansea Libraries Display Policy (see Appendix 2).

Any items printed out or copied will be chargeable at the same rate charged to customers in all Swansea Libraries.

Food and drink is permitted in the Discovery Room, although please avoid eating and drinking whilst using the PCs or interactive whiteboard.

All catering must be removed from the Discovery Room within 5 minutes of the end time of your booking; please allow enough time for this to be achieved.

It is not possible to store items belonging to other groups in the library. We can take no responsibility for items left behind in our library spaces.

Disclaimers & Indemnity

The hirer shall be liable on demand for any damage to the premises of the fixtures, fittings, furniture and any equipment or articles provided within the accommodation and caused by his or her use of the premises. The cost of restoring the premises, the fixtures, fittings, furniture and any equipment or articles provided within the accommodation to their original condition shall be assessed by the Council whose decision is final. No screws or nails shall be driven into walls, floors or ceilings of the premises, fixtures and fittings. The hirer shall leave the premises in a clean and tidy manner. In the event of damage payment for costs of repair or replacement will be incurred by the hirer.

The Council and its servants or agents will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Council) on the Council's premises or land, howsoever caused. The hirer shall indemnify the Council, its servants or agents against any claims, which may be made in respect thereof. Any accident must be reported to the Council as soon as possible after its occurrence, but in any event, prior to departing from the accommodation.

The hirer shall ensure they have appropriate public liability insurance in the sum of at least five million pounds (£5,000,000). Organisations without this level of insurance should contact discovery.room@swansea.gov.uk to discuss potential alternative arrangements for risk assessment. The hirer shall not do, or permit to be done, anything which, in the opinion of the Council, is not covered by its policy or policies of insurance in relation to the use of the premises or which will cause any increased or extra premium to be payable, without the written consent of the Council. Additional conditions may be imposed if required by the Council's insurers in respect of additional risks.

19/11/2019
Users must be aware of and are responsible for the payment of any fees for performing rights, licenses or copyright permissions linked to their use of the room.

Swansea Libraries accept no responsibility for the qualifications or quality standards of events run by external agencies.

**Cancellation**

If you no longer require the use of the Discovery Room, please cancel your booking as soon as possible.

Please email discovery.room@swansea.gov.uk to cancel a booking, or call Central Library staff on 01792 636464 if the cancellation is at short notice. Cancellation will be confirmed by email or in writing.

Swansea Libraries reserve the right to cancel your booking at any time. As much prior notice as possible will be given, and where possible alternative dates or times will be offered - however in some circumstances this may not be feasible. The Council shall not be liable for any loss sustained by the organiser as a result of any such cancellation.

**Complaints**

Swansea Libraries aim to provide quality services to the public of the City and County of Swansea. There may be, however, times when things go wrong and a service user may wish to complain.

By telling us what you are unhappy about or what went well, you help us to improve the way we provide our services.

All complaints will be dealt with in line with the Council’s corporate complaints policy – find out more at https://www.swansea.gov.uk/complimentsandcomplaints
Appendix 1
Swansea Central Library
Discovery Room Booking Confirmation

Please check the details below.

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Course or Event</td>
<td></td>
</tr>
<tr>
<td>Description of Course or Event</td>
<td></td>
</tr>
<tr>
<td>Session Dates</td>
<td></td>
</tr>
<tr>
<td>Total Number of Sessions</td>
<td></td>
</tr>
<tr>
<td>Start time</td>
<td></td>
</tr>
<tr>
<td>End time</td>
<td></td>
</tr>
<tr>
<td>Room set-up</td>
<td></td>
</tr>
<tr>
<td>Name of tutor/organiser</td>
<td></td>
</tr>
<tr>
<td>Contact details of tutor/organiser</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that the details above are correct and agree to observe the conditions set out in the Discovery Room Use Policy

Signed..... Date......

Position...

Organisation......

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used to provide you with the service that you have requested and will not be used for any other purpose. We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice at https://www.swansea.gov.uk/privacynotice
Appendix 2
Swansea Libraries
Policy Guidance re Notices in Libraries

Acceptable community notices (Section 2.1.2)

Larger libraries may be able to accommodate the following categories:

- Local public meetings
- Swansea Council and Community/Town Council notices – including information about contact/surgery details for local political representatives, Council Councillors, Town/Community Councillors, Welsh Assembly Members, Members of Parliament and Member of the European Parliament
- Notices advertising short educational courses (e.g. classes, lectures), regardless of whether or not these are provided by profit making organisations
- Cultural and arts events and activities in Swansea (e.g. theatre, music, art, craft), regardless of the nature of the organisation or whether or not it is profit making
- Local recreational, social or sporting events and activities (e.g. clubs, keep fit, dance classes), regardless of whether or not they are profit making
- Other one-off local events
- Playgroup, toddler group and nursery classes, regardless of whether or not these are provided by profit making organisations
- Counselling, advisory and informational services (e.g. Citizen’s Advice Bureau, AIDS helpline, Alcoholics Anonymous, Samaritans)
- Other informational notices which do not fall into the above categories, about or from tourist attractions, health authorities, Welsh Assembly Government, Central Government and other local and national statutory and voluntary bodies (e.g. charities)

Unacceptable notices (Section 2.1.3)

- Political, religious or philosophical statements or campaigns e.g. ‘Fight VAT on fuel’ is unacceptable, but ‘Oystermouth Militant Tendency: public meeting on VAT on fuel’ is acceptable
- Petitions of any kind
- Appeals for funds or sponsorship of any kind e.g. for charities, political parties, campaigning organisations and religious organisations. A notice advertising a fete run by a political party or the church would be acceptable, but a notice asking for money would not
- Advertisements for sales of individual items, or sales of goods and services not covered by section 2.1.2 above. Exceptions are our own book sales.
- The advertising of commercial services (except those listed in section 2.1.2) is not permitted