

Branch Meeting Room Information Sheet

Branch: **Lansdowne**

Phone Number: 410-887-5602

****NO Private Study Room**

****NO Quiet Study Area**

**** See community meeting room guidelines on back page**

Total Room Capacity: 75

Number of Tables: 11

Number of Chairs: 51

Specifics of functional equipment for customer use: *Projector, screen*

Handicap/Hearing Accessibility: *Handicap accessible only*

Meeting Room Photos:



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Meeting Room Guidelines Lansdowne and Loch Raven Libraries

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The Lansdowne and Loch Raven libraries have a special status as community centers located in neighborhoods that lack meeting space for organizations and agencies that are providing needed social services and community development opportunities. The following types of organizations can use the meeting room without a fee:

- Neighborhood Associations
- Baltimore County, State of Maryland and U.S. Government Officials and Agencies
- Local business organizations
- Educational agencies and organizations
- Home school parents and organizations (see LM#2001-201)
- Local community service organizations
- Tutors may use the meeting rooms that are easily accessible to library staff on a drop-in basis when it is not otherwise booked.

All other Baltimore County Public Library meeting room policies apply to these organizations.

Commercial businesses and organizations not involved in community development and social services in the communities surrounding Lansdowne and Loch Raven libraries will pay the normal rates for BCPL meeting rooms.

Procedures for Booking Meeting Rooms at Lansdowne and Loch Raven Libraries

- The meeting room at Lansdowne or Loch Raven branch may be booked by a community organization directly by branch staff using the new meeting room booking software or by calling ILL.
- Meeting room bookings of the Lansdowne or Loch Raven meeting rooms for one of the organizations listed above, will be registered in the **Event Type** category as **Branch Sponsored Community Group (P)** on the meeting room booking software.
- All other BCPL guidelines for booking meeting rooms, including releasing unused time, should be followed.
- Questions concerning appropriate use of the meeting rooms at Lansdowne and Loch Raven should be referred to the Library Manager of the supervising branch.
- Any commercial use of the meeting room must be booked through ILL.