NEUSE REGIONAL LIBRARIES
Inspiring Creativity. Fostering Learning. Engaging Community.

MULTI-SENSORY ENVIRONMENT POLICY

POLICY #2023-21

Adopted by the Neuse Regional Library Board November 7, 2023

A. PURPOSE

The Neuse Regional Library Board of Trustees has adopted the following Multi-Sensory Environment Policy. The purpose of the Multi-Sensory Environment Policy is to provide a basis for equitable service to all community members who request to use the library's facilities and to clarify the responsibilities of both the library and its patrons with regard to the use of the Multi-Sensory Environment (MSE) at the Kinston-Lenoir County Public Library.

B. POLICY STATEMENT

The Kinston-Lenoir County Public Library (KLCPL) makes its MSE space available to individuals, local groups, and organizations for lawful public use on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Permission by the library to use its facilities does not constitute an endorsement by the library staff or the Library Board.

The Library reserves the right to decline any reservation for any reason. Abuse of the Multi-Sensory Environment Policy may result in loss of room usage privileges.

Multi-Sensory Environment Guidelines

- A valid Neuse Regional Library card is required to reserve the Multi-Sensory Environment at the KLCPL. The MSE may be reserved through the Youth Services Department in person, by phone, or through the myLibro app. Reservation requests must include the patron's name, phone number, email address, and any affiliated groups or organizations.
- Users under 18 must be accompanied by at least one adult facilitator to guide and support the experience. This person can be a parent/guardian, caregiver, direct support professional, teacher, or therapist.
- Access to the room is only given during the hours of the reservation.

- Staff should be notified of cancellation prior to the reservation date so that the room may be made available to other patrons. To ensure the availability of the MSE to the community, repeated failure to notify staff of cancellation may result in a loss of reservation privileges at the discretion of library staff.
- An MSE reservation is forfeited if the individual or group has not arrived within 15 minutes of the scheduled start.
- Room reservations will terminate one hour prior to the close of the library.

C. STIPULATIONS

- Maximum room occupancy is 15.
- Reservation requests may be made no more than 30 days in advance.
- Each reservation is subject to approval by library staff.
- Reservations are for 30-minute increments.
- There is a maximum of two hours of total reservations outstanding per customer or group at any time.
- No food is allowed.

D. FEES

Use of the Multi-Sensory Environment is free. Patrons who use the MSE accept responsibility for the costs of additional cleaning and/or repairs due to damage done to library property. Any damage or room use fees will be assessed to the library card number associated with the reservation.

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