

STAFF/ATTENDEE PROGRAM RATIO

USAGE. 13

For the purposes of this policy a J. V. Fletcher Library Program is defined as: a planned, publicly advertised, library sponsored, co-sponsored or under-written event of an informational/educational/recreational/cultural nature which holds appeal for a group rather than an individual. During a J. V. Fletcher Library Program a required number of staff — as outlined by this policy — will be present.

At all Library programs or events:

- at least one professional staff member will be present for the entire program
- attending staff must be knowledgeable in Library safety and emergency procedures
- attending staff must be knowledgeable in Library policies
- attending staff will have undergone a CORI check (in accordance with current CORI regulations)

All after- hours programs will have at least two staff members (with at least one professional staff person) present and responsible.

For groups of 50 or more, the target staff to attendee ratio will be 1:50. The presence of attending parents, of staff on site, or of Young Adult volunteers may supplement staff to meet this ratio.

Additional staff and/or volunteers may be scheduled to assist professional staff with the following:

- attendance taking
- ticket collection
- set-up and breakdown
- refreshments
- craft assistance and,
- identifying unattended children or distressed youngsters

Maximum Attendance for Library Spaces:

Meeting Room:	75 Maximum Attendees
Mary Atwood Hall	50 Maximum Attendees
Story Hour Room	25 Maximum Attendees