

Superior Public Library Sensory Room Policy

I. Purpose of the Sensory Room Policy

This Sensory Room is designed for, but not limited to, users who are sensitive to typical sensory input. This space is designated for individuals to interact with an array of multi-sensory experiences. Our purpose is to improve and support accessibility and inclusivity within the library. Superior Public Library's Sensory Room provides a safe, low-stress environment to calm or stimulate any individual through their senses. The sensory room will provide users with soft seating, weighted objects, tactile experiences, and soft lights.

II. Eligibility

This space is accessible to individuals of all ages and abilities.

III. Rules and Regulations Governing the Sensory Room

Users of the Sensory Room will comply with all rules, policies and procedures developed by the Superior Public Library (SPL). This Sensory Room policy complements and works in tandem with Superior Public Library's [Safety & Security Policy And Patron Code Of Conduct](#), [Public Use of Meeting Rooms Policy](#), and [Internet Policy](#)..

IV. Room Use

Use of the Sensory Room will be arranged at the main Circulation Desk either in person, or by phone in advance. Reservations will be first-come, first-served.

The User agrees to take precautions to avoid causing unnecessary mess or damage in the Sensory Room. The User agrees to clean up after use, and to inform a staff member in the case of any issues.

The Sensory Room is not soundproof. Noise-canceling headphones are recommended if patrons are sensitive to noise.

The Library staff may deny access to the Sensory Room to individuals who have failed to follow the Policies and Procedures of the Sensory Room.

The Sensory Room Policy, in accordance with the Public Use of Rooms Policy, allows the Library to retain the right to monitor all meetings, programs, events, and usage of space conducted on the premises to ensure compliance with Library regulations. The Library Director shall be responsible for developing and implementing procedures governing the usage of the Sensory Room. These procedures shall be consistent with the principles outlined in the Sensory Room Policy. The Superior Public Library Board of Trustees reserves the right to amend this policy at any time.

Sensory Room Procedures

I. Sensory Room Availability

- The Sensory Room is only available during the library's normal hours of operation. Usage of the room must conclude one hour prior to the library's closing time.
- The room will not be available outside of these times, unless it is at the discretion of library staff.

II. Reservations

- Reservations for the Sensory Room will be for individuals, families or small groups with a maximum capacity of 4 individuals or a small family.
- Reservations for the Sensory Room can be made in person or over the phone up to one week in advance. Same day reservations are permitted on a first-come, first-served basis as long as the space is not in use by another person or group.
- In order to reserve the Sensory Room, patrons must provide their first and last name and a phone number or alternate method of contact.
- Sensory Room reservations will be made in 45 minute increments only, in order to allow staff to clean and sanitize the room for the next reservation (15 minutes for cleaning). This time may be adjusted under special circumstances at the discretion of staff.
- Use of the room will be limited only to the individual/s who reserve the room for that time slot. For example, if the room is reserved by one individual, additional individuals will not be permitted to access the room even if it is currently below capacity.

III. Supervision:

- Guests of any age with mental, physical, or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times. Children under the age of 13 years require supervision by a parent or guardian.

IV. Use of the Room Rules

- To maintain a clean and safe space for all users, please:
 - Return all equipment and materials to their original location
 - Remember to take your personal belongings with you
 - Leave the space in the condition you would want to find it in
 - Inform a staff member if any materials or equipment are damaged or malfunctioning.
- The following activities are prohibited in the Sensory Room:
 - Consumption of food and beverages (unless you have special dietary or medical needs).
 - The Sensory Room may not be used by professionals to conduct any form of therapy without the pre-approval of Library Staff.
 - All activities prohibited in the library's [Safety and Security and Patron Code of Conduct](#) are also prohibited in the Sensory Room.

V. Privacy

- Reservation of the library's Sensory Room does not convey an expectation of privacy. The Library retains the right to monitor all activities on the premises to ensure compliance with Library regulations. Library staff will have free access to the Sensory Room at all times.

VI. Liability

- The Superior Public Library, the Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained during Sensory Room Use.