

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT:** Library Parking

**ADMIN 2-693**

**BOARD**

**SECTION: 600 – Library Administration**

**Approved: 09/12/13**

**Revised: 09/13/18**

## **POLICY**

Parking is reserved for library patrons and employees at all library locations free of charge. Overnight parking is not allowed. Parking on the premises is allowed only for library business or with permission from the Executive Director or Director's designee.

Recreational use of bicycles, roller-skates, rollerblades, scooters or skateboards on library premises, including parking lots, is prohibited.

Daniel Boone Regional Library (DBRL) is not liable for any damage or theft caused to any bicycle, motor vehicle, or contents thereof, while parked in a DBRL parking lot.

## **PROCEDURES**

### Columbia Public Library (CPL)

Employee parking for the CPL building is available in the designated areas in parking lots labeled Lot A (Staff Lot) and Lot B (North Lot) (please see diagram). Employees are to park in available spaces in Lot A before using Lot B.

Parking Lot C (South Lot) is designated for patron parking only. Employees may be authorized to park in Lot C only with prior supervisor approval.

### Callaway County Public Library (CCPL)

Employee parking for the CCPL building is available on the west side of the parking lot.

### Holts Summit Public Library (HSPL)

HSPL is served by a shared parking lot. Staff should park toward the center of the lot, away from the spaces closest to the door, to allow maximum convenience for patrons.

### Southern Boone County Public Library (SBCPL)

Employee parking at SBCPL is available on the west side of the parking lot.

### Bicycle Racks

Bicycle racks are available at all library facilities. Employees who ride a bike to work are encouraged to lock the bike to the rack.

It is always important to keep the closest parking spaces open for our patrons. Employees should also keep this in mind when they travel to other library facilities. Anyone found parking in unauthorized areas will be warned or disciplined for repeat offenses.