



## **Office Space Policy**

The Alberta Public Interest Research Group

The APIRG Office is open to the public. It exists in part to provide information on the public interest to the community and act as a networking centre to link individuals with Working Groups researching issues that are of interest to them. As such, we welcome all inquiries and visitors.

### **Postering Policy**

When dealing with requests to put up posters in the storefront windows of the APIRG office, staff will give priority as follows:

1. APIRG posters
2. APIRG Working Group posters
3. Posters deemed to be in the public interest from the SU, other community NGOs, social justice and anti-poverty groups, and environmental NGOs (limited to a small pre-designated section of the storefront).

Posters that do not fall into one of these 3 categories will not be placed in the APIRG windows. APIRG reserves the right to remove all posters, either after the event or on a bi-weekly basis.

### **Space Use Policy**

The public is welcome in the APIRG office, and is free to make use of our reclaimed paper and other office supplies while in the APIRG office. No office supplies, other than disposables, are to be removed from the APIRG office. The public is welcome to browse and read in the APIRG library. APIRG staff are empowered to advise the public on what is the appropriate use of APIRG space.

If an individual is not using APIRG space or equipment in what is generally deemed an appropriate manner or is not exhibiting what is generally accepted as appropriate behavior, the said individual will be asked to leave the premise by APIRG staff, Board members, or office volunteers; and their privileges to use the APIRG office space may be revoked. If privileges are revoked, the incident will be documented, and only with the approval of the APIRG Board of Directors will the said individual's privilege to use the APIRG office space be reinstated.

Violent, threatening behaviour or sexual harassment will not be tolerated. If the staff, Board member or office volunteer supervising the APIRG office space feels in danger, they will call Campus Security or the Police. 492-5050

**a) *Use of computers / printers***

Computer users will be given priority as follows:

1. APIRG staff
2. APIRG Board of Directors members
3. APIRG Working Group members
4. U of A students that are APIRG members (shall not have opted out) that are researching issues of public interest pertaining to APIRG
5. APIRG community members (non-student) that are researching issues of public interest pertaining to APIRG

Individuals that do not fall into one of these 5 categories will not be permitted to use the APIRG office computers

**b) *Use of button maker machine***

Only APIRG members and community members that have made advance requests of the APIRG office to use the button maker will be permitted to use the button maker. This is to avoid space conflict with possible activities and meetings booked into the APIRG office space. If the space is free, walk-in requests to use the button maker shall be considered on a case-by-case basis by APIRG staff and office volunteers. All users of the button maker shall be required to fill out and sign an agreement, and agree to reimburse APIRG for button making materials at the end of their button production by cash or cheque, based on the pre-set rate determined by APIRG.

**c) *Use of video camera***

Only APIRG members and community members that have made advance requests of the APIRG office to use the video camera will be permitted to use it. This is to avoid conflict with other people wishing to use the video camera. If the video camera is free, walk-in requests to use it shall be considered on a case-by-case basis by APIRG staff and board office volunteers. All users of the video camera shall be required to fill out and sign an agreement.

**d) *Use of the APIRG telephones/fax machine and long distance calls***

APIRG telephones are available for use by the public for LOCAL CALLS AND FAXES, and will be given priority as follows:

1. APIRG staff
2. APIRG Board of Directors members
3. APIRG Working Group members
4. U of A students that are APIRG members (shall not have opted out)
5. APIRG community members (non-student)
6. Community members

### ***Long Distance Calls/ Long Distance Faxes***

The use of APIRG telephones for placing long distance calls is to be limited to use for APIRG business only. Only APIRG staff, Board members and Working group members can place long distance calls from APIRG telephones as relates to APIRG business. Long distance calls must be recorded by the caller on the APIRG long distance call log sheet for monitoring and comparison to long distance bills. General APIRG members wanting to place a long distance call must have verbal permission from either APIRG staff or an APIRG Board member.

An APIRG member that wants to use APIRG telephones for long distance calls that do not pertain to APIRG business must either:

- a) Call collect
- b) Use their own calling card

APIRG members failing to abide by this policy will lose their phone use privileges

### ***c) Use of the APIRG photocopier***

APIRG staff, Board members and Working Group members will have access to the APIRG photocopier for APIRG or Working Group business.

Working Group members that wish to use the photocopier for making copies of their literature must provide a record of how many copies they made.

Community members may request to use the photocopier for research or publicity on public interest issues or events. APIRG staff or Board members may approve these requests on a case-by-case basis. Community members are required to report to APIRG staff or Board members how many copies they made, and may be required to reimburse APIRG for photocopying by cash or cheque, based on the pre-set rate determined by APIRG.

### ***Library Resource Lending Policy***

1. The APIRG resource lending library is open to all APIRG members
2. Books can be signed out for 4 weeks.
3. Periodicals, Cds, DVDs and VHS videos can be signed out for 2 weeks.
4. **The borrower will be responsible for returning all materials on or before the due date.** Individuals possessing overdue materials will be fined \$ 0.25 per book per day. A charge of \$1.00 per day will be applied to all other resources that are overdue.
7. Lending periods can be renewed in person or over the phone before or on the day the resource is due. Resources cannot be signed out by the same individual for more than 2 consecutive lending periods.
8. If a resource is lost by the borrower, they must reimburse APIRG the replacement cost of the resource in order to re-order it.
9. Fines must be paid in cash before the borrower is permitted to take out another resource loan from the library.