APPLETON PUBLIC LIBRARY

SENSORY ROOM POLICY

PURPOSE

The sensory room is intended for, but not limited to, users who are sensitive to typical sensory input. This space has been designed for children and youth but is accessible to individuals of all ages and abilities. Users under the age of 16must have an adult with them to utilize the space.

POLICY

1. Rules and Regulations Governing Use. Users of the sensory room will comply with all rules, policies and procedures developed by the Appleton Public Library (APL). The Sensory Room Policy complements and works in tandem with Appleton's Safety and Security Policy, the Children's Area Policy and the Internet Access and Computer Use Policy and Guidelines.

2. Room Use. Patron reservations will be first-come, first-serve and may be made up to seven days in advance for 45 minute sessions. Extensions are permitted contingent upon availability and scheduling demands. The user agrees to take precautions to avoid causing unnecessary mess or damage in the sensory room and return it to its original layout. The user agrees to clean up after use, inform a staff member in the case of any issues, and report any damage.

3. Enforcement. APL staff may deny access to the sensory room to individuals who have failed to follow library policies.

Adopted: 11/2024; 11/2025.