

## GENERAL OPERATING POLICIES

### I. Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

#### A. Copier Fees:

|                  |                                     |
|------------------|-------------------------------------|
| 8 ½ x 11 copy or | \$0.10 per copy for black and white |
| 8 ½ x 14 copy    | \$0.25 per copy for color           |

There will be no discount for non-profit groups excluding the Friends of the Library.

#### B. Computer Print Outs:

Copies printed off the computer will be \$0.10 per copy for black and white and \$0.25 per copy for color.

#### C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. Fax cover sheets must be filled out for each transmission and are available at the circulation desk. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available, but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

4. *Charges.* Faxing to any federal, state or local government will be free of charge. The cost of sending and receiving a fax anywhere in the United States will be free for the first 10 pages and \$0.50 per page in excess of 10 pages. For international faxes, the library will provide any additional actual costs.

## **II. School Use of Library**

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

## **III. Library Hours**

From Labor Day through Memorial Day:

Sunday: Closed  
Monday: Closed  
Tuesday: 10 am – 6 pm  
Wednesday: 12 pm – 7 pm  
Thursday: 10 am – 6 pm  
Friday: Closed  
Saturday: 12 pm – 5 pm

From Memorial Day to Labor Day:

Sunday: Closed  
Monday: Closed  
Tuesday: 10 am – 6 pm  
Wednesday: 12 pm – 7 pm  
Thursday: 10 am – 6 pm  
Friday: 12 pm – 5 pm  
Saturday: Closed

## **IV. Closing for Holidays**

The Library will announce the days the Library will be closed for holidays.

## **V. Library Closing**

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster pursuant to the Library's Emergency Management Policy. The staff will be dismissed at the discretion of the Library Director.

## **VI. Designated Newspaper**

For any notice that requires publication by newspaper, the Library shall publish such notice in the The News Herald.

## **VII. R Rated Movies**

A patron must be 18 years of age or older to check out an R Rated movie. To the extent practicable, the Library will enforce age appropriate ratings. Valid identification to verify age shall be required.

## **VIII. Returned Checks**

- A. No personal checks will be accepted without a drivers' license number.
- B. Patrons whose personal checks have been returned shall be notified by phone and by mail.
- C. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
- D. Patrons will be assessed a \$15.00 service charge on all returned checks.

## **IX. Circulation Desk/Library Owned Telephone Policy**

Circulation desk phone use by patrons will be at the discretion of the library staff for urgent calls. Should a patron be allowed to use the desk phone staff will dial the outgoing number. Calls should be limited to one per patron per day.

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