

Stewart B. Lang Memorial Library

Rules and Regulations

1. The Library will be open on the following days:

<u>Day</u>	<u>Hours</u>
Sunday	closed
Monday	1:00pm to 5:00pm
Tuesday	9:00am to 1:00pm
Wednesday	3:00pm to 8:00pm
Thursday	9:00am to 1:00pm
Friday	1:00pm to 5:00pm
Saturday	9:00am to 1:00pm

2. Loan agreement: A library card is required to borrow materials from the library. Library card use implies agreement with all of the rules and regulations of the library.
3. Books: No books will be lent to anyone with fees over \$10.00 unless they are actively paying down the fees. Books may be borrowed for 3 weeks with no grace period, and may be renewed to the limit set on that book, providing there are no FLLS holds on the item. DVD's are loaned for one week, with a limit of 5, and magazines for two weeks.
4. Book damage: Notes, corrections or marks of any kind on library books is forbidden. The cost of repair to any book that is damaged beyond reasonable wear is the responsibility of the patron incurring the damage.
5. Facility use approval: The Board of Trustees must approve any long term use of the library by any group for non-library related purpose.
6. Facility use/activities: On a day to day basis, the Director is responsible for all activities in the library. Any person wishing to use the facility for a non-library related event must first obtain permission from the Director. The Director will be notified of the arrival and departure of the group. Any young children involved must have parental supervision at all times.
7. Basement: The library basement is used for library programs or prearranged public use only. Public meetings will take place in the meeting area only, and not in the children's area. No children will be allowed unsupervised in the basement at any time.

Adopted 9/23/1926

Revised 2/5/2019

2/13/2019

2/15/2021

4/14/2022