

# **BANCROFT PUBLIC LIBRARY**

## **LIBRARY OPERATIONS POLICY**

**Hours:** The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on all federal holidays, Christmas Eve, and New Year's Eve.

**Material Selection:** The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

**Weeding:** An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

**Borrowing:** Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once. Story time bags may be borrowed for two weeks and renewed one time. Kits (cursive, insects, bird, etc.) may be borrowed for two weeks and renewed one time. Circulating games may be borrowed for one week and renewed one time. Circulating games must be returned inside the Library and not in the outside book drop box.

Museum and attraction passes should be reserved in advance of date of intended use. They can be picked up two(2) days in advance and must be returned no later than two (2) days after use.

Special arrangements may be made for borrowing materials.

Local residents and patrons of Joint Automation Project member libraries of the Southern Adirondack Library System (SALS) or Mohawk Valley Library System (MVLS), are welcome to use the Bancroft Library. A child may register at any age but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the SALS or MLVS Library, and a card issued by any SALS or MVLS Library may be used at the Bancroft Public Library. A full list of SALS and MVLS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

**Fines:** Bancroft Public Library has eliminated overdue fines to ensure equitable access to Library resources.

What items are fine free? There are no overdue fines for books, audiobooks, circulating games, story time bags, kits, DVDs, CDs, and magazines.

What about other library materials? There will still be overdue fines on items including, but not limited to: museum and attraction passes, and out-of-system Interlibrary Loan (ILL). A fine of \$5.00 a day shall be charged for overdue return of museum and attraction passes. If you check out materials while visiting another SALS/MVLS library, you could still be charged fines based on that library's fine policy (some have fines, some do not). Replacement fees and processing charges for lost or damaged items still apply.

How will the Library get people to return borrowed materials? "NO FINES" does not mean "NO RESPONSIBILITY". Materials will still have due dates and you are expected to return materials on time. Materials that are thirty days overdue are assumed lost and you will be charged for replacement and processing costs. Staff will discuss the item replacement process with patrons.

If you have \$5.00 or more in charges or five or more overdue items on your library card, you will be prohibited from borrowing library materials and use of public computers.

Starting at sixty days after your account reaches \$250.00 in charges, your account may be sent to a collection agency. A fee to cover collection costs will be placed on your account. Please return your materials in a timely manner to prevent this from happening.

Will I still receive reminders about returning materials?

<b>NOTICE</b>	<b>WHEN</b>
Reminder	3 days before item is due
Overdue	14 days overdue
Bill	30 days overdue

Notices are sent via email or text. Please see Library staff to update your account and select your notification options.

Many patrons consider their late fines as a donation to the Library. If you would like to make a donation, you can do so.

**Cash Handling Procedures:** All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

**Proudfit Hall Community Room:** The Library has access to the Proudfit Hall community room for Library-related programs at no charge. See the Proudfit Hall Rental – Usage Policy. The Bancroft Trust, Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice,

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Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

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