

LIBRARY OPERATIONS POLICY

Maynard Community Library

Circulation Services

Borrowers' Responsibility: It is the responsibility of the patron for any materials checked out on their card.

Borrowers' Eligibility: As long as the patron has no outstanding fines or overdue books, they will be able to utilize services at the library.

No food or drink or animals allowed in library except at the discretion of the staff or at a library-sponsored event.

No smoking in the library.

Appropriate library etiquette is expected of all library patrons at all times. The librarian or staff will have the authority to demand that any or all patrons displaying inappropriate library etiquette leave the premises. (See Conduct Policy)

Loan Periods:

Books – 2 weeks with 2 week renewal

Books on CD – 2 weeks with 2 week renewal

Cake Pans – 2 weeks with 2 week renewal

Periodicals – 2 weeks with 2 week renewal

Puzzles – 2 weeks with 2 week renewal

DVDs – 1 week no renewal

Stamping Kits – 2 weeks with 2 week renewal

Digital Newspaper – 1 week with no renewal

Fines: After the period of time listed above, a fine will be charged at the rate of .05 cents per open day each book or material that is overdue.

Exception: overdue DVDs will be charged at the rate of .20 cents per open day. No fine will be assessed for cake pans, puzzles and stamping kits.

Digital Maynard Newspaper Policy: checkout period for 1 week with no renewals. The library has one DVD that will circulate to patrons and one DVD can be viewed in the library. The Library Board decided that if there were an interest in purchasing a copy of the DVD, they would charge \$15.00 for picking up from the library and \$20.00 for mailing.

Lost or Damaged Materials: If materials are lost or damaged, the cardholder will be charged a replacement cost. The cardholder will be given sufficient time to locate the lost material before a charge is in place. Patrons will not be allowed any library privileges until the materials are replaced or returned.

Material Reserves: The library will reserve materials that are requested by taking your name and phone number and we will contact the cardholder when the materials are available. Patrons may also reserve materials through the on-line card catalog.

Material Renewal: The library will renew material by telephone or by bringing it back to library. Exception for renewal of material is if it is in high demand or if there is a reserve.

Registration: Each patron is issued a number entered in the computer. No one may check out items on another's number.

Confidentiality of Records: All materials that are checked out to a patron will be kept confidential. When calling patrons for overdue materials, it will be the responsibility of the library staff to share titles of books and materials only with the person that has checked the materials out.

Open Access: The Maynard Community Library participates in the Open Access Program that allows patrons to return materials checked out from other libraries to the Maynard Library. The library will return the materials free of charge.

Access Plus: The Maynard Community Library participates in a State Interlibrary Loan System called SILO. This system allows us to borrow materials from other libraries that we are unable to provide to our patrons.

SILO: The Maynard Community Library will take interlibrary loan requests. We require the author, title or ISBN or subject of materials. We will make every effort to find the ILL material. The staff will then contact the patron when materials arrive at the library. Checkout and late fines for the ILL material is the same as our library policy for books.

Reference Services: The Maynard Community Library will be available for answering reference questions either by phone, e-mail or in-person. We have materials in our reference section or different databases that can be used. If staff cannot answer the question then we will refer the question to our regional or state library. All efforts will be made to answer any reference questions

Services and Programs

Open Library Hours

Monday 1:00 – 5:00

Tuesday 9:00 - Noon, 1:00 - 5:00

Wednesday 9:00 - Noon, 1:00 - 5:00

Thursday 1:00 - 7:00

Friday 9:00 - Noon

Saturday 9:00 - Noon

Sunday Closed

In addition to the open hours, the librarian has 10 extra hours of work time.

Fax Machine Policy

Outgoing - \$1.00 for first page, \$0.25 each thereafter

Incoming - \$0.25 per page

The confidentiality of received materials is to be respected by the Board of Trustees, Librarian, and employees of the Maynard Community Library. The Maynard Community Library assumes no responsibility for lost, damaged, or undelivered materials. The Maynard Community Library will hold incoming faxes for two working days.

Copy Machine Policy

All material to be copied is subject to current copyright laws. Costs of copies are 25 cents per copy for one side and 40 cents for two-sided copies.

Laminating Policy

Cost of laminating materials will be 50 cents per foot.

Holiday & Weather Closings

When it is necessary to close the library because an open day falls on a holiday, the library will not be open on an alternate day. Notice of closing shall be posted in the library one week in advance.

Bulletin Board and Display Areas

Library Director will maintain a bulletin board and pamphlet display for community information. Display area will be used only at the discretion of the director.

State Library and Library Service Area Programs

The library will participate in as many State Library and Library District Area programs as possible, i.e. Summer Reading Program.

Revised on 9/12/19 & 10/10/19