

LIBRARY USE POLICY

The South Burlington Public Library will serve all residents of Vermont, without discrimination, in accordance with the Vermont Public Accommodations Law. The Library adheres to the Americans with Disabilities Act to meet the needs of Library users.

A. Library Hours

With input from the Library Board of Trustees, the Library Director and the City Manager will set Library hours.

Hours of operation will be established to meet the needs of the library users and to maximize accessibility of the collection, services and staff.

Unscheduled library closings may occur for a variety of reasons (weather emergencies, lack of staffing, maintenance and repair of building, damage to the building, security issues, etc.). Unscheduled library closings will be publicized when possible through the Library phone message, door signage, Library webpage, Facebook and WCAX TV.

In an emergency, the Librarian in charge will have the authority to close the Library, immediately informing the Library Director and City Manager's Office of the closing.

B. Holiday Closings

The Library will be closed in observance of the following holidays and may be closed for staff development or additional days around holiday weekends at the discretion of the Library Director with approval of the City Manager.:

New Year's Day	January 1
Martin Luther King Jr. Day	Date of Federal observance
President's Day	Date of Federal observance
Memorial Day	Date of Federal observance
Independence Day	Date of Federal Observance
Bennington Battle Day	Date of State observance
Labor Day	Date of Federal observance
Columbus Day	Date of Federal observance
Veteran's Day	November 11
Thanksgiving	Date of Federal observance
Friday after Thanksgiving	Day after Thanksgiving
Christmas	December 25

C. Solicitation

In order to ensure that all users can freely access and quietly enjoy the library's services, active solicitation within the library and the areas of egress to the library and the library parking lot is not permitted unless it is a library function or an activity related to fundraising for the library and under the general supervision of the library staff. Active solicitation refers to any person-to-person communication for the purposes of (1) obtaining contributions and donations, (2) selling merchandise, coupons, or tickets, (3) collecting signatures, (4) distributing educational or promotional materials, (5) recruiting members or clients and (6) financial solicitations/transactions.

Non-profit, civic and community notices may be posted to a public bulletin board and bins placed in approved areas for limited periods. Use of these resources is subject to the approval of library staff. The library assumes no responsibility for contents collected or donated. The library does not permit any exchange of monies or funds for this purpose.

Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by writers, artists or performers who have been engaged by the library for a presentation or performance.

The library director shall make the final determination as to whether an activity is permitted under this policy.

BOT Approved 1/17/19