



**southburlington**  
PUBLIC LIBRARY

## **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, including its regulations on service animals.

### **A. Library Hours**

With input from the Library Board of Trustees and the City Manager, the Library Director will set Library hours. Hours of operation will be established to meet the needs of library users and maximize accessibility of the collection, services, and staff. The Library Director will establish minimum staffing levels for opening to maximize safety and customer service.

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

### **B. Closings**

The Library will be closed in observance of the following holidays on the date of federal observance.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Indigenous Peoples Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Friday after Thanksgiving
Bennington Battle Day	Christmas

The Library may also be closed for staff development at the discretion of the Library Director with approval of the Board of Trustees and the City Manager.

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.). Un-scheduled library closings will be publicized when possible through the Library phone message, door signage, Library website, and Facebook, Instagram and other social media as it is adopted.

### C. Circulation

All South Burlington residents and property owners are eligible to get a library card free of charge to circulate materials and access electronic resources. Applicants must verify their address in South Burlington with a drivers' license, legal document, or piece of mail. Any adult who registers a child takes full legal and financial responsibility for materials selected. Children under 16 years old must be accompanied by a responsible adult to obtain a card. Cards expire after five years. Proof of identity may be required in order to issue a replacement card.

Out-of-state residents and temporary residents are eligible for a library card with payment of a fee. Library users who reside in a Homecard town may use the South Burlington Public Library upon registering at the Circulation Desk using an active card from their local library. City employees and South Burlington Schools staff are eligible for a library card at the Director's discretion. Residential programs may apply for an institutional card on letterhead. The institution will take full legal and financial responsibility for materials selected by any cardholder.

The Library Director will determine loan periods for library materials and set guidelines for borrowing.

The Library Board of Trustees sets fees with input from the Library Director. The User Fee Summary lists the current general library fees and the Room Rental, Usage Policies & Procedures Policy includes the current room reservation fees.

The Library does not charge overdue fines, but patrons are expected to return materials on time. If library materials are not returned on time, the patron will receive two overdue notices and then a bill for the item. Library patrons with materials that are overdue will be unable to borrow additional materials until their account is in good standing. They are responsible for paying for lost items plus a processing fee. The Library will not reimburse patrons for the cost of a lost book if the book is later found.

### D. Solicitation

In order to ensure that all library 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 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 or its other policies.