Julia Adams Morse Memorial Library

FACILITY POLICY

**Hours of Operation**

The Julia Adams Morse Memorial Library maintains consistent, posted hours of service during which all services of the Library are available to patrons. Those hours are:

Monday CLOSED

Tuesday Noon – 7pm

Wednesday Noon – 7pm

Thursday Noon – 7pm

Friday 9am – 3pm

Saturday 9am – 3pm

Sunday CLOSED

The book drop is available for the return of all material during the hours the library is closed. The book drop is located next to the entrance at the back of the building.

**Use by Outside Groups**

The library has space that can be used by outside groups for meetings and programs.

Groups of up to five people who need space for study, work, or discussion are welcome to use the library on an occasional walk-in basis as space allows. They may also contact the library in advance to reserve a space.

The following require advance approval by the library to use library space:

 Groups of more than five people

 Groups conducting meetings or programs that will be open to the general public

 Groups conducting meetings or programs that will recur on a regular basis

All outside groups using library space must meet the following conditions:

The event will take place during regular library hours, or, if after hours, when a Library Trustee has agreed to open/close the building

First preference is given to the promotion and display of library events

Posters and/or other printed materials promoting programs/projects of a political nature will not be displayed or distributed

Posting of notices does not imply endorsement by the Library

The Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

**Exhibits**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for no longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

**Service to Patrons With Disabilities**

The Library offers the same services to patrons with disabilities as to all other segments of the population.

**Emergency Situations**

**Fire**

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

**Medical Emergencies**

In the event of an ill/injured patron, library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call 911 if necessary.

**Weather Closures**

The Librarian will determine if the Library will not open, or have delayed opening, when weather may make driving dangerous to staff and patrons.

The staff member on duty will determine if the Library will close early due to weather conditions.

Policy enacted by the Board of Trustees

February 14, 2019