

Library Use

1. Meeting Room Use: Since the Library is located in a building owned by the Village of Savona, any use of the meeting room must be obtained through the Village Clerk's office in conjunction with the Library Board of Trustees.
2. Patron Conduct: The Library is here to serve the public. In order to ascertain and meet the needs of the patrons, the Library Board asks for the cooperation of all persons using the Library. Therefore, a "Welcome to the Benedek Memorial Library" sign will be posted in the Library stating what acceptable and appropriate patron behavior is. All visitors to the Library will be asked to comply with these standards or they may be asked to leave the premises. See attached notice.
3. Hours of Operation: The Library is currently open 30 hours per week. The breakdown of those hours is Monday through Friday 1-7 pm. With these hours we hope to meet the needs of our patrons.
4. Holidays: Holiday closings will be decided on a year to year basis. Holiday closings for the upcoming year will be determined at the November Board of Trustee's meeting and posted in the library.
5. Americans with Disabilities Act: The Board of Trustees intends to comply with the law as outlined in the American with Disabilities Act of 1990, Title III – 7.8500 – Libraries. See appendices.
6. Smoking: No smoking is allowed on Library premises.
7. Food and Beverages: Patrons may not bring food or beverages into the Library.
8. Emergency Closings: Since the Library is here to serve the public, all attempts will be made to see that the library remains open during its' regularly scheduled hours.
 - a. In the case of a personal emergency, the Director will attempt to contact an aide or volunteer so that the Library will remain open for public use. If this is not possible, the hours the library will be closed will be posted publicly so that patrons may plan accordingly.
 - b. In the case of the Library closing due to adverse weather conditions, the Director will contact a local radio station so that the closing will be announced. The Director will be responsible for determining if the weather warrants the closing of the Library.
 - c. In the event there is a problem with the building itself (septic, water, electrical, etc.), the Director will determine if the Library should remain open to the public. A sign will be posted accordingly by the person working the Library if the library is to be closed.
9. Library Closings:
 - a. Prior to Holiday Closings, a sign will be posted to remind the patrons which day(s) the Library will be closed.
 - b. In the event an STLS training Workshop is scheduled during time when the Library is scheduled to be open, the Director will attempt to find someone to work those hours so that s/he may attend the workshop.

2/10/08