

Library Usage Policy

Use of Library Materials

The Library extends access to its materials to everyone with a valid library card as described in the RHL Borrowing Privileges Policy.

Procedures governing the length of borrowing period, the number of items which may be borrowed, renewals and holds on materials in circulation are set by the Board of Trustees upon recommendation of the Library Director.

Museum passes are purchased by the Friends of the Reuben Hoar Library. Procedures for borrowing them are established and administered by the Library Director.

In the event that any property of the library is damaged or destroyed, the person or persons responsible for such damage will be held accountable for their actions. Extreme cases of vandalism may be turned over to the Trustees of the Library and/or the police for action.

Personal Conduct

All persons using the Library are expected to conduct themselves in an orderly and respectable manner. If a Library staff member determines that a patron(s) is acting in an objectionable manner, the library reserves the right to ask that patron(s) to leave the library. Should a patron(s) not honor that request, the staff may call the police.

Smoking and vaping are prohibited in the Library and on the surrounding property.

Eating and drinking are prohibited at library computers and in the Houghton Historical Room.

Pets are not allowed in the library. The Library Director may approve exceptions to this policy if a pet is to be a part of a program sponsored by the Library. Trained service animals are not considered pets and are always welcome in the Library.

No activity relating to sales—including signs, collection, or solicitations—will be allowed, except by vote of the Library Trustees.

Library Services

The Library provides pay-per-use copiers and printers for patron use. A person using the copier is subject to Federal Copyright Laws. Information on these laws is available in the Reference Section and the pamphlet file.

The library provides a fax machine for transmission of faxes inside the United States. Rates are set by the Board of Trustees.

Approved by
Reuben Hoar Library Trustees
November 21, 2024