

Library Usage Policy

1. Use of Library Materials

- 1.1. The Library extends access to its materials, for use in the library, to everyone.
- 1.2. 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.
- 1.3. Museum passes are purchased by the Friends of the Reuben Hoar Library. Procedures for borrowing them are established and administered by the Library Director.
- 1.4. In the event the 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 will be turned over to the Trustees of the library and/or the police for action.

2. Personal Conduct

- 2.1. A person using the library is expected to conduct him/herself in an orderly and respectable manner.
 - 2.1.1. If a library staff member determines that a patron is acting in an objectionable manner, the library reserves the right to ask that patron or patrons to leave the library.
 - 2.1.2. Should a patron not honor that request, the staff will call the police.
- 2.2. Smoking and vaping are prohibited in the Library, including the meeting room.
- 2.3. Eating and drinking are prohibited in the Houghton Historical Room.
- 2.4. Pets are not allowed in the library.
 - 2.4.1. The Library Director may approve exceptions to this policy if a pet is to be a part of a program sponsored by the Library.
 - 2.4.2. Trained guide and assistance dogs assisting the handicapped are not considered pets and are always welcome in the Library.
- 2.5. No activity relating to sales, including signs, collection, or solicitations other than by the Friends of the Reuben Hoar Library will be allowed, except by vote of the Library Trustees.

3. Library Services

- 3.1. The Library provides a pay-per-use copier for patron use.
 - 3.1.1. A person using the copier is subject to Federal Copyright Laws.
 - 3.1.2. Information on these laws is available in the Reference Section and the pamphlet file.
- 3.2. The library provides a fax machine for transmission of faxes inside the United States. Rates are set by the Board of Trustees.
- 3.3. The half-circle in front of the Library Entrance is intended for the loading and unloading of passengers and for deliveries. Vehicles left there unattended may be ticketed by the local police.