

**SUNSHINE HALL FREE LIBRARY**  
**By-Laws & Policy Manual**  
**(Approved: December 18, 2012)**

- B.** Library events have scheduling priority.
- C.** The Library Board of Trustees is not responsible for accidents, injuries, or loss of property while library space is being used for a meeting or a program. Part of the application is full acceptance of responsibility by the requesting group.
- D.** The Board of Trustees is the final authority in approving requests for use of library space. Applications may be referred to the Board for final determination if the Director has questions about granting approval.
- E.** Applicants should be advised that violation of this policy and/or any of its provisions will result in denial of future use of library facilities for meetings by that group.

### **VIII. CLOSING PROCEDURES**

- A.** An envelope containing a key or access card to the appropriate space and a copy of the closing procedures will be picked up no earlier than twelve (12) hours prior to the approved use.
- B.** At the conclusion of the meeting or event:
  - 1) All equipment is returned to its original location, including chairs and tables.
  - 2) All trash is removed from the site.
  - 3) All lights are turned off, including those in the restroom(s).
  - 4) Lock door.
  - 5) Place key in envelope and seal envelope.
  - 6) Drop sealed envelope in book drop.

### **IX. EQUIPMENT USE POLICY**

- A.** Computers are available to patrons on a first-come, first-served basis, after agreeing to and signing the Internet Usage Policy; minors must have a parent or legal guardian sign the policy before being allowed to use the library computers. Instructions for the operating system are displayed near the computer. There is no charge for use of the computers to valid RCLS cardholders; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 20 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available and classes are provided periodically.
- B.** There is a \$1 charge per session to non-card holders.
- C.** A printer is available. Printer paper will cost \$ .25 per sheet and must be paid for at the conclusion of the session. *(Discounts available to veterans – SHFL participates in the Sullivan County Veterans Discount Program.)*
- D.** A photocopy machine is available to patrons who wish to copy materials at the rate of \$.25 per page. *(Discounts available to veterans – SHFL participates in the Sullivan County Veterans Discount Program.)*