

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.)*

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- E. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
- F. A fax machine service is available to patrons via the staff. The charge for incoming or outgoing faxes in the (845) area code is \$0.75 per page. The charge for all other domestic faxes is \$1.50 for each page. We do not provide for sending or receiving faxes internationally. Any patron receiving a fax will be charged \$1.50 for each incoming page. (*Discounts available to veterans – SHFL participates in the Sullivan County Veterans Discount Program.*)

## X. ACCESS BY MINORS

- A. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors. Please see SHFL's Internet Use Policy.

## B. GUIDELINES ON ACCESS TO INFORMATION

- 1) Sunshine Hall Free Library is guided by the following American Library Association statements on access to information:
  - a) The Library Bill of Rights
  - b) Freedom to Read Statement
  - c) Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources
- 2) ALA's *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights* states:

The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

- 3) In general, the Library is guided by a commitment to access to information policies that provide appropriate protections to its patrons while being consistent with the Library's