

GENERAL OPERATING POLICIES

I. Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. The fines and fees associated with the circulation of material are found in the Circulation Policy. The other current fees and fines are as follows:

A. Copier Fees:

- \$.10 per black and white copy
- \$.20 per copy double sided black and white copy
- \$.50 per color copy
- \$1.00 per copy double sided color copy

B. Computer Print Outs:

Copies printed off the computer will be \$.10 per black and white copy and \$.50 per color copy.

Scanning is a free service.

C. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. The library will provide a fax cover sheet if required and are available at the circulation desk. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, who the incoming fax is addressed to and who will be paying for it. However, you must be present to pick up the incoming fax. The Library will attempt to contact the recipient if the contact information is available but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

4. *Charges.* The cost of sending and receiving a fax is as follows:

The first page faxed in the US	\$.50
Each page after the first page faxed in the US	\$.10
Each page received	\$.50

II. School Use of Library

At the discretion of the Library Director and/or staff, a class can use the Library as a research facility if their teacher is present.

III. Library Hours

Monday through Thursday	10:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 4:00 p.m.
Sunday	closed

IV. Closing for Holidays

The Library will be closed on the following holidays:

- New Year's Day
- Saturday before Memorial Day
- Memorial Day
- Juneteenth
- Independence Day
- Saturday before Labor Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the holiday above falls on a Saturday, the Library will also be closed on the Friday before the holiday. If the holiday above falls on a Sunday, the Library will also be closed on the Monday after the holiday.

V. Library Closing

The Library Director, or a designated person, will close the Library when conditions are such that remaining open can be harmful to the staff and/or the patrons, for example due to inclement weather or natural disaster. The staff will be dismissed at the discretion of the Library Director.

VI. Designated Newspaper

For any notice that requires publication by newspaper, the Library shall publish such notice in the Dewitt-Bath Review.

VII. Returned Checks

1. No personal checks will be accepted without a drivers' license number.
2. Patrons whose personal checks have been returned shall be notified by phone and by mail.
3. Patrons will be given seven (7) days from the date the notification was sent by mail to reimburse the amount of the original check.
4. Patrons will be assessed a \$15.00 service charge on all returned checks.

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