

# **Berkeley Public Library**

## **General Policies**

### **1. LIBRARY HOURS**

The Berkeley Public Library is open Monday through Thursday from 10:00am to 9:00pm, Friday from 10:00am to 6:00pm, and Saturday from 10:00am-5:00pm, Sunday closed. Hours are subject to change by the Library Board of Trustees.

The Berkeley Public Library will be closed the following days:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day
- New Year's Eve

*Additional days designated by the Berkeley Public Library Board of Trustees*

In order to fulfill its mission of public service, the Berkeley Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or staff. If Berkeley District 87 schools choose to close for a day due to hazardous weather, the Berkeley Public Library may also close. Decisions to close, postpone opening, or close early due to inclement weather will be made by the director in conjunction with the library's board of trustees.

### **2. AVAILABILITY OF MATERIALS**

All library materials are available equally to all Berkeley patrons under the general regulations. Certain library materials may only be used in the library.

### **3. CHECKS**

No checks will be accepted in payment of debts owed the library in an amount exceeding that debt. The library will not cash checks.

### **4. SMOKING, EATING & DRINKING**

Eating is not permitted in the public areas of the library. Smoking is not permitted in **any** area of the library or within 15 feet of the library entrances. Drinking is allowed only from closed containers and during special "coffee morning" days. Alcohol is not permitted on library property.

### **5. CELL PHONE USAGE**

Cell phone usage is prohibited in marked areas of the Berkeley Public Library at all times.

### **6. BULLETIN BOARD AND PRINTED MATERIALS**

Notices, bulletins, and displays for general cultural or educational interest will be displayed or distributed by the library at the discretion of the Library Director. Distribution of advertising material or political material to patrons or solicitation of money from patrons in the library for non-library activities is prohibited.

## **7. BOOK RETURN**

An after-hours book drop shall be provided for the convenience of library patrons.

## **8. COPY MACHINE**

A coin operated copy machine is available to the public. The current cost for copies is 10 cents per page for black and white copies and 50 cents per page for color copies. The cost for copies shall be at the discretion of the Library Director.

## **9. FAX SERVICE**

A coin operated fax machine shall be made available to the public. The current cost for faxes and additional requested pages, such as cover sheets, is \$1.00 per page. The library shall not receive faxes for patrons. The patron is responsible for requesting a confirmation page on any fax transmission. Should a patron fail to request a confirmation page, the library shall not provide one and the library shall not resend the initial facsimile. Should a patron have a confirmation evidencing a facsimile was sent from the Berkeley Public Library, staff shall be allowed to resend the facsimile in equal number of pages to the same fax number provided for a period of up to 3 days following the initial transmission. The cost for facsimile pages shall be at the discretion of the Library Director.

## **10. NOTARY SERVICE**

The Library has a notary public on staff, and offers this service free of charge as staffing allows. It is highly recommended that you call the library (at 708-544-6017) to insure that the notary is available prior to visiting. The library's notary will notarize documents at his/her discretion, but is not able to notarize real estate and immigration documents. Please bring your government-issued identification and documents. Documents must be signed in front of the notary. All people signing the document(s) must be present.

## **11. RESTROOMS**

A key for each restroom is available to one person at a time upon request at the public service desk.

## **12. GENERAL CONDUCT**

Any person abusing the privilege of using the library, or violating library policies or public regulations, will be asked to leave immediately and may forfeit his/her library privileges for a specified period of time at the discretion of the Library Director and with notice to the Board of Trustees.

## **13. PARKING LOT**

Loitering and/or playing are not allowed in the library parking lot. Authorized patron parking is available during normal library business hours only. Vehicles violating parking hours or non-patron vehicles will be ticketed and/or towed at the owner's expense.

*REVISED AND APPROVED by the Board on this 25th day of September, 2019.*

*AYES:   5   NAYS:   0*