

VISION

Walk in our door to open the world!

MISSION STATEMENT

The purpose of the Vernon Free Library, as a vital hub of our community, is to enrich the lives of all ages through:

- Lifelong Learning
- Cultural Exploration
- Creative Expression
- Social Interaction
- Leisure Activity

HOURS OF OPERATION

Regular Hours

The library is normally open the following days and times:

- Monday: 1:00 – 6:00 pm.
- Tuesday: 9:00 am. – 12:00 noon and 1:00 – 6:00 pm.
- Wednesday: 1:00 – 6:00 pm.
- Thursday: 1:00 – 6:00 pm.
- Friday: 1:00 – 5:00 pm.
- Saturday: 9:00 am. – 12:00 noon.

Winter Hours - November 1st thru March 31st

- Monday, Tuesday & Wednesday the Library will close at 5:00 pm.

Holiday Closings

The library may close on the following legal holidays, conforming to their observance in the State of Vermont:

	Columbus Day	
New Year's Day	Martin Luther King Jr.'s Birthday	Labor Day
Presidents' Day	Memorial Day	Independence Day
Veterans' Day	Thanksgiving Day	Christmas Day

Sunday Holidays

The library may observe any legal holidays falling on Sunday in conformance with their observance according to the Town of Vernon policies.

Emergency Closings

At the discretion of the librarian, the library may close when weather or other emergency conditions exist. In the event of an emergency closing, the librarian will notify the local radio station.

GENERAL POLICY

Obtaining a Library Card

Any permanent or temporary resident of Vernon and the surrounding area is eligible to complete a registration form and receive a library card.

Patron Responsibilities

Patrons are responsible for any items checked out on their card; any materials that are lost or damaged will be billed at the current price. Service and loan privileges will be denied only for due cause, such as consistent failure to return library materials or deliberate mutilation or damage to them. An appeal of the decision may be made to the Trustees.

Supervision

The Vernon Free Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under the age of nine years must be accompanied by an adult while in the library. Also, if the young child is attending a library program, an adult is required to remain in the library with the child throughout the program.

Problem Patrons

Problem patrons shall be handled as outlined in the “Staff Guidelines for Handling Problem Patrons.” (Appendix 1).

Prohibited Activities

The library proper will not be used for the following activities:

- Meetings of non-library organized groups;
- Political advertising;
- Cash donation boxes of any type;
- Sale of commercial products, excepting library materials specifically authorized by the Trustees;
- Petitions will not be left at the library (except those relating to library interests and specifically authorized by the Trustees.)

Smoking

The library shall be smoke free and free of illegal drugs.

Weapons

Possession of a weapon or facsimile of any kind is prohibited on library property, except by law enforcement officials.

Cell Phones

The use of cell phones is prohibited in the library.

Policy Revision

The Vernon Free Library policies are to be reviewed annually, with revisions being made as needed.

CIRCULATION

Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to obey all the rules and regulations of the library, to pay promptly all fines charged against me for the injury or loss of books, and to give immediate notice of any change of address.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

Loan Periods

- Two (2) weeks for books, audiobooks, CDs, and videocassettes.
- One (1) week for DVDs.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans have a two (2) week loan period.
- New books may not be renewed. Books other than “new” may be renewed once if there is not a waiting list for the title.
- Current issues of periodicals do not circulate.
- Non-current periodicals may be checked out for two (2) weeks.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Limits

A patron may borrow a maximum of 20 items at one time.

Reserves

Reserves (also known as *holds*) may be placed by patrons either in person, over the phone or by email. Patrons will be notified by postcard or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Fines and Charges

There are no fines for overdue materials. A first notice is sent after the material is due. Additional notices are sent out at the end of every month. If the material is not returned within 60 days, a bill will be sent for the cost of replacement and a service charge for processing, cataloging and postage. Patrons who have items more than 60 days overdue shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower. A sample of the notice follows:

*Dear _____
At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:*

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Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

EQUIPMENT USE

1. A black and white printer is available. Printing costs 10 cents per page and must be paid for at the conclusion of the session. A color printer is also available for 50 cents per sheet.
2. A photocopy machine is available to patrons who wish to copy materials at the rate of 10 cents per page. Patrons who provide their own paper are charged 5 cents per page to cover toner, electricity, and wear and tear on the machine. Staff is available to assist making a reasonable number of copies.
 - a. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
 - b. The Historians and the Scouts are permitted to make up to 500 copies per year at no cost.
3. A fax machine is available to patrons at the cost of 75 cents per page, sent or received.

DISPLAYS AND BULLETIN BOARD

Displays

Displays of an educational, attractive and cultural nature are welcome, but must be displayed at the owner's risk.

Permission

Permission for use of the bulletin boards or display cabinet must be requested in advance, by completing an application form and submitting it to the librarian. Under special circumstances, the Trustees may allow unscheduled displays.

Trustee Approval

The librarian may refer to the Trustees for decisions regarding exhibits which s/he feels may adversely affect the library and its operation.

Right of Appeal

Individuals or groups denied permission for display have the right to appeal to the Trustees. Within two weeks after a written request, the Trustees will meet with the individual or not more than three representatives of a group.

Revised and Adopted August 12, 2009 by the Trustees of the Vernon Free Library.

Christine Fredericks, Chairperson

Kathleen Halvey, Vice-Chairperson

Jane Olmstead, Treasurer

Sallie J. May, Secretary

Carol Richardson, Trustee