

CHARITON PUBLIC LIBRARY OPERATIONS POLICY

(Approved January 13, 2022)

Hours of Operation

The Library shall be open to the public 50 hours per week. Scheduled Library hours are as follows:

Monday – Thursday 10:00 – 7:00 Friday & Saturday 10:00 – 5:00

Holidays Closed:

January - New Years Day	July - Independence Day
January - MLK Jr. Day (INSERVICE)	September - Labor Day
February - President's Day (INSERVICE)	October - Columbus Day (INSERVICE)
May - Memorial Day	November - Veteran's Day
June – Juneteenth (INSERVICE)	November - Thanksgiving Day
	December - Christmas Eve & Christmas Day

Reference Services: Library staff shall assist patrons seeking materials and information as well as demonstrate the use of reference systems available in our Library to the best of their ability and time permitting. When questions are received over the telephone, staff shall return the call to the patron with the requested information as soon as possible. Library staff shall also be available for scheduled guided tours of the Library and shall give unscheduled tours as circumstances permit.

Proctoring Services: Chariton Public Library offers proctoring of examinations free of charge. The Library does not restrict eligibility for exam proctoring services. Library staff will proctor online exams during regular operating hours. The Library will accept exam reservations based on availability of staff and computers. Educational Institutions shall submit the exam and stipulations regarding exam protocol to the Library by email. The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.

Photocopies and Printing: Patrons may print or copy documents for a fee of 25¢ per page for black & white, \$1.00 per page for full color. Patrons will pay for every page, regardless of whether or not they wish to keep it. Staff are available to help with the printer and copier. All payments must be made at the time of use. The Librarian has discretion to waive or reduce fees. All copyright laws shall be observed by patrons and staff.

FAX Machine: Patrons may send a FAX for \$1.00 or receive a FAX for 25¢ per page.

Telephone and Messages: The Library's phone line is not provided for public use. Library staff will comply with patron confidentiality laws and not take messages for patrons or inform callers whether a person is present in the Library or not.

Notices/Posted Items: Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event.

Postings that in any way solicit funds by welcoming financial contributions or advertising events or items for the purpose of commercial gain will not be posted within the Library. The following government and non-profit groups whose fund raising activities directly benefit the Library in its mission to serve the community are exempt from this rule:

The City of Chariton	The Chariton Community School District
The Chariton Public Library	Lucas County and any County Department
The Friends of the Chariton Public Library	Lucas County Extension
The Chariton Public Library Foundation	The Lucas County Genealogical Society

The Director must approve all postings and may prohibit postings which do not meet the criteria listed above. Library staff will place and remove postings promptly. Limited space generally allows only short-term notices. The Library is not responsible for returning materials and will dispose of outdated items.

The fact that a group is permitted to display materials at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library itself.