**CHARITON PUBLIC LIBRARY OPERATIONS POLICY**

 **(Approved January 13, 2022)**

**Hours of Operation**

The Library shall be open to the public 42 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. Copyright: Materials may be subject to copyright laws (U.S. Code Title 17) which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission unless the proposed use falls within the definition of “Fair Use”. Violation of the copyright law may subject the patron to an action for damages and/or an injunction.

**FAX Machine**

Patrons may utilize the Library’s Fax Machine for personal matters. A Librarian will transmit a FAX for the patron.

$1 to send a FAX

25¢ per page to receive a FAX

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 Public Library

The Friends of the Chariton Public Library

The Chariton Public Library Foundation

The Chariton Community School District

Lucas County

Lucas County Extension

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.