

# Library Services

<b>L-101 Library Facilities</b>	
<b>PASSED:</b>	June 2019
<b>AMENDED:</b>	-
<b>REVIEW PERIOD:</b>	Annually

The library will strive to provide and maintain a facility which will adequately meet the physical requirements of a modern library. Food and drink are allowed in the library. This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. Chew, cigarettes, vaporizers). Smoking or vaping is not permitted in the library as per the Town of Vermilion Public Facility policies.

## LIBRARY HOURS

- 1.1. Hours of operation are set by the board and periodically reviewed in response to patron demands and budget requirements

## USE OF THE LOWER LEVEL

- 1.2. The lower level of the Library is available for use by the community when not required for library purposes
- 1.3. The board reserves the right to provide or deny the use of the lower level of the library
- 1.4. Renters of the facility must complete a facility rental agreement
- 1.5. Renters of the facility are responsible for returning the rooms to a reasonable condition as determined by the library manager
- 1.6. Any damage to facilities or equipment is the fiscal responsibility of the renter
- 1.7. Use of the lower level will be booked through staff
- 1.8. Security of library materials and equipment is assured as the entrance to the lower level is not through the library
- 1.9. Booking fees for use of the lower level are set by the board and periodically reviewed. These fees are stated on Schedule C of Vermilion Public Library bylaws.

## LIBRARY TELEPHONE

- 1.10. The library telephone is for business use and will not generally be available to library patrons for incoming or outgoing personal calls