

I. LIBRARY USE POLICY

The South Burlington Community Library will serve all residents of Vermont, without discrimination, in accordance with the Vermont Public Accommodations Law. The Library adheres to the Americans with Disabilities Act to meet the needs of Library users.

A. Community Library Hours

With input from the Community Library Board of Trustees, the Community Library Director and the City Manager will set Library hours.

Hours of operation will be established to meet the needs of the library users and to maximize accessibility of the collection, services and staff.

Unscheduled library closings may occur for a variety of reasons (weather emergencies, lack of staffing, maintenance and repair of building, damage to the building, security issues, etc.). Unscheduled library closings will be publicized when possible through the Library phone message, door signage, Library webpage, Facebook and WCAX TV.

In an emergency, the Librarian in charge will have the authority to close the Library, immediately informing the City Manager’s Office of the closing.

B. Holiday Closings

The Library will be closed in observance of the following holidays:

New Year’s Day	January 1
Martin Luther King Jr. Day	Date of Federal observance
President’s Day	Date of Federal observance
Memorial Day	Date of Federal observance
Independence Day	Date of Federal Observance
Bennington Battle Day	Date of State observance
Labor Day	Date of Federal observance
Columbus Day	Date of Federal observance
Veteran’s Day	November 11
Thanksgiving	Date of Federal observance
Friday after Thanksgiving	Day after Thanksgiving
Christmas	December 25

The Library may be closed early for staff development or additional days around holiday weekends at the discretion of the Library Director with approval of the City Manager.

C. Circulation Policy

All South Burlington residents and property owners are eligible to get a library card to circulate materials and access on-line databases. Applicants must verify their address in South Burlington. Any adult who registers a child takes full legal and financial responsibility. Cards expire after ten years. When a card has expired, verification of eligibility may be required in order to update the card.

Proof of identity is required in order to issue a replacement card for adults 18 and older. Children under 18 must be accompanied by the responsible adult on the account to obtain a replacement card.

Non-residents and temporary residents will be charged an annual fee. The Library is a participant in the Chittenden County *Homecard* library lending program.

D. Loan Periods

The Library Director will determine loan periods for library materials.

E. Fines and Fees

With input from the Library Board of Trustees, the Library Director and the City Manager, fines and fees are set by the City Council.

Non-Resident patron (for VT residents outside of the *Homecard* system): \$10/year
Temporary Residents (non-property owners living here under six months): \$10 for six months
Overdue Fines (following the regular loan period and a 5 day grace period): \$2 per item
Replacement Library Card: \$1
Photocopies and Prints: .15c
Earbuds: \$1