

# Berkeley Public Library

## General Policies

### **1. LIBRARY HOURS**

The Berkeley Public Library is open Monday through Thursday from 10:00am to 9:00pm, Friday from 10:00am to 6:00pm, and Saturday from 10:00am-5:00pm, Sunday closed. Hours are subject to change by the Library Board of Trustees.

The Berkeley Public Library will be closed the following days:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day
- New Year's Eve

*Additional days designated by the Berkeley Public Library Board of Trustees*

### **2. AVAILABILITY OF MATERIALS**

All library materials are available equally to all Berkeley patrons under the general regulations. Certain library materials may only be used in the library.

### **3. CHECKS**

No checks will be accepted in payment of debts owed the library in an amount exceeding that debt. The library will not cash checks.

### **4. SMOKING, EATING & DRINKING**

Eating is not permitted in the public areas of the library. Smoking is not permitted in any area of the library or within 15 feet of the library entrances. Drinking is allowed only from closed containers and during special "coffee morning" days.

### **5. CELL PHONE USAGE**

Cell phone usage is prohibited in marked areas of the Berkeley Public Library at all times.

### **6. BULLETIN BOARD AND PRINTED MATERIALS**

Notices, bulletins, and displays for general cultural or educational interest will be displayed or distributed by the library at the discretion of the Library Director. Distribution of advertising material or political material to patrons or solicitation of money from patrons in the library for non-library activities is prohibited.

### **7. BOOK RETURN**

An after-hours book drop shall be provided for the convenience of library patrons.

**8. COPY MACHINE**

A coin operated copy machine is available to the public. The current cost for copies is 10 cents per page for black and white copies and 50 cents per page for color copies. The cost for copies shall be at the discretion of the Library Director.

**9. FAX SERVICE**

A coin operated fax machine shall be made available to the public. The current cost for faxes and additional requested pages, such as cover sheets, is \$1.00 per page. The library shall not receive faxes for patrons. The patron is responsible for requesting a confirmation page on any fax transmission. Should a patron fail to request a confirmation page, the library shall not provide one and the library shall not resend the initial facsimile. Should a patron have a confirmation evidencing a facsimile was sent from the Berkeley Public Library, staff shall be allowed to resend the facsimile in equal number of pages to the same fax number provided for a period of up to 3 days following the initial transmission. The cost for facsimile pages shall be at the discretion of the Library Director.

**10. RESTROOMS**

A key for each restroom is available to one person at a time upon request at the public service desk.

**11. GENERAL CONDUCT**

Any person abusing the privilege of using the library, or violating library policies or public regulations, will be asked to leave immediately and may forfeit his/her library privileges for a specified period of time at the discretion of the Library Director and with notice to the Board of Trustees.

**12. PARKING LOT**

Loitering and/or playing are not allowed in the library parking lot. Authorized patron parking is available during normal library business hours only. Vehicles violating parking hours or non-patron vehicles will be ticketed and/or towed at the owner's expense.

*Approved by Berkeley Public Library Board of Trustees March 15, 2017*

Ayes   5   Nays   0