Julia Adams Morse Memorial Library

FACILITY USE POLICY

**Hours of Operation**

The Julia Adams Morse Memorial Library maintains consistent, posted hours of service during which all services of the Library are available to patrons. Those hours are:

Monday CLOSED

Tuesday 11am – 6pm

Wednesday 11am – 6pm

Thursday 11am – 6pm

Friday 9am – 3pm

Saturday 9am – 3pm

Sunday CLOSED

The book drop is available for the return of all material during the hours the library is closed. The book drop is located next to the entrance at the back of the building. Please do not use the book drop to make donations.

**Use by Groups**

The library has space that groups may use for meetings and programs.

Groups of up to five people who need space for study, work, or discussion are welcome to use the library on a walk-in basis as space allows. They may also contact the library in advance to reserve a space. The following require advance approval by the library:

a. Groups of more than five people

b. Groups conducting meetings or programs that will be open to the general public

c.Groups conducting meetings or programs that will recur on a regular basis

All outside groups and others using library space must meet the following conditions:

a. The event will take place during regular library hours, or, if after hours, when a Library Trustee has agreed to open/close the building.

preference is given to library events

programs or materials may not promote a particular political candidate.

posting of notices on foyer bulletin board does not imply endorsement by the Library.

e. The Library reserves the right make the final decision about the use of library space.

f. Groups must abide by all library policies, including the Code of Conduct.

**Exhibits**

Exhibits may be allowed in the library. All exhibits must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for no longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit and will take no extraordinary measures to ensure its safety.

**Emergency Situations**

**Fire**

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

**Medical Emergencies**

In the event of an ill/injured patron, library staff will respond with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call 911 if necessary.

**Weather Closures**

The Librarian will determine if the Library will not open, or have delayed opening, when weather may make driving dangerous to staff and patrons.

The staff member on duty will determine if the Library will close early due to weather conditions.