

Berkeley Public Library

General Regulations

1. LIBRARY HOURS

The Berkeley library is open Monday through Thursday from 10:00 A.M. to 9:00 P.M., Friday and Saturday from 10:00 A.M. to 5:00 P.M. Hours are subject to change by the Library Board.

The Berkeley Library will be closed the following days:

- New Years Eve and New Years Day
- Good Friday
- Memorial Day and the weekend before
- Independence Day
- Labor Day and the weekend before
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day
- Additional days designated by the Board

2. AVAILABILITY OF MATERIALS

All library materials are available equally to all patrons under the general regulations and rules. Certain library materials must 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 and drinking (excluding the drinking fountain) are not permitted in the public areas of the library. Limited refreshments for special occasions, with Library permission, may be served.

Smoking is not permitted in ANY area of the library.

5. GIFTS

The library accepts gifts of books and other materials without a commitment as to final disposition. Acceptability of conditional gifts will be subject to the approval of the Library Board of Trustees.

The library will not appraise gifts donated to the library, but can recommend a qualified appraiser upon request.

Checks for monetary gifts to the library should be made out to the Berkeley Public Library. If no specific purchase is designated by the donor, monetary gifts may be kept in

a separated account and used exclusively for future library purchases subject to the approval of the Board of Trustees.

When an individual or group gives to the Berkeley Public Library a cash donation of \$100 or more, a name plate will be placed on the Gift and Memorial plaque, subject to the following rules:

- A. If the total of \$100 or more is made up of several gifts, the individual gifts must be given within a one year period.
- B. A person's name will ordinarily appear only once on the Gift and Memorial plaques either as a donor or as being honored.
- C. If a donor does not wish to have his name appear on the plaque, his wishes will be respected.

A suitable book or magazine subscription will be purchased for general library circulation for anyone who wished to make that particular donation or in the name of another as a memorial. An appropriate bookplate will be placed inside of each book.

A donor's book for gifts under \$100 will be on display at the circulation desk.

6. BULLETIN BOARD AND PRINTED MATERAILS

Notices, bulletins, and displays for general cultural or educational interest will be displayed or distributed by the library and the discretion of the Library or the Library Board of Trustees. The Berkeley Library welcomes such material from residents of the community.

Distribution of advertising material or political material to patrons or solicitation of money from patrons in the library for non-library activities is no permitted.

7. BOOK RETURN DEPOSIT

An after-hours book return deposit is located just south of the front door for the convenience of our patrons.

8. COPY MACHINE

A coin operated copier is available in the adult book area at a cost of ten cents per copy. Any difficulties in connection with the machine should be directed to a staff member. Operating instructions are on the machine.

9. WASHROOMS

A key for either washroom I available to one person at a time upon request at the main desk.

10. GENERAL CONDUCT

Any person abusing the privilege of using the library, or violating regulations will be asked to leave immediately and may forfeit his/her library privileges for a specified period of time.

11. PARKING LOT

No ball playing will be allowed in the parking lot.

The library Board authorized patron parking only during the hours the library is open. All other vehicles will be ticketed or towed away the owner's expense.

12. TELEPHONE

Phone calls may be made to the local area only at the rate of 35 cents per call.