

Access, Services & Circulation Policy

Newell Public Library

Adopted 10/1998

Revised and reviewed 9/2002

Reviewed and revised 3/26/2012

Revised and reviewed 12/19/2005

Reviewed 3/7/2016

Revised and reviewed 9/28/2009

1. Open Hours:	Monday	10 a.m. to 8 p.m.
	Tuesday	2 - 5 p.m.
	Wednesday	2 - 5 p.m.
	Thursday	2 - 5 p.m.
	Friday	2 - 5- p.m.
	Saturday	9 a.m. to 11 a.m.

2. Holiday closings:	New Year's Day	Thanksgiving Day
	Good Friday	Day after Thanksgiving
	Memorial Day	Christmas Eve Day
	July 4 th	Christmas Day
	Labor Day	December 31

3. Inclement Weather Closings: The Library will be closed during inclement weather at the discretion of the librarians. Announcements of closings will be on KAYL and patrons are encouraged to call ahead to check if the library is open.

4. Library Cards: Anyone three years or older may receive a library card. Children 3rd grade and younger must be accompanied by a parent/guardian. To apply, a registration form must be filled out along with proof of current address. During an initial 2-month period, a family will be limited to 6 items at a time. There is a 50 cent charge for replacement cards.

5. Loan periods: Books, magazines, audio materials, paperbacks, and pamphlets are circulated for a two-week period with one renewal allowed. New books may not be renewed. Renewals may be done by phone. Videocassettes and DVD's are circulated for three days and are renewable one time.

6. Overdue items: Fines for overdue items is 5 cents a day per item. Fines on videocassettes and DVD's are \$1.00 per day per item.

7. Overdue notices: Borrowers are responsible for returning materials by closing time on the due date. As a reminder, the Library will call the borrower when an item is overdue. If it is not returned, a letter will be sent. An invoice for the items may be sent at the Librarian's discretion. Patrons are restricted from borrowing any Library materials if they have overdue items.

8. Lost or damaged items: Each person is responsible for lost or damaged materials checked out on their card. They will be assessed a fee for the cost of replacement of the item.

9. **Videos:** The Newell Public Library offers video collections to the public to checkout. Anyone with a library card may check out up to 1 per person or 2 videos per family for three days. We are honoring one renewal. Bags are provided for book drop returns. At your request we will reserve an item for you. Videos for home use only. \$1.00 per day late charge on each video.

10. **Interlibrary Loans:** The Newell Public Library offers interlibrary loan services to its patrons. There is a \$2.00 charge for this service to help defray postage expense, plus what may be assessed by the lending library.

11. **Reference service:** The Newell Public Library staff is available to offer to its patrons reference service when possible. Regional and State reference services are also available when requested.

12. **Open Access and Access Plus:** The Newell Public Library participates in the statewide borrowing program Open Access. This program allows patrons from other participating libraries to check out materials from the Newell Public Library and our patrons to directly check out materials from other participating libraries. Access Plus is a program designed to allow materials from the Newell Public Library to be loaned out to other participating libraries.

13. **Programming:** Story Hour for children ages 3 to 5 years old is offered periodically. The Summer Library Program is offered to 4 year olds through 2nd graders and the Summer Reading Program is offered for 4 year olds through adults. Other programming is offered for other age groups, including adults, occasionally.

14. **Meeting Room:** The Newell Public Library meeting room may be used by various organizations at the discretion of the Director and a member of the Board. The Library Board would appreciate a free-will donation to the Library for the use of the room.

15. **Bulletin Board Display Area:** The Newell Public Library bulletin board display area will be available for the following items: announcements of library-sponsored meetings, special events, and any other library-related displays; announcements of Newell area community groups or organizations meetings or special events; and announcements of non-profit organizations meetings or events. The Bulletin Board will not be available for advertising for individual or business purposes. The librarians have the final authority on what items will be displayed.