

Schuylkill Valley Community Library Library Service Policy

I. Use of Facilities

- A. The library is to be used for library related and library approved functions.
- B. The Library provides a bulletin board in vestibule for:
 - 1. Library use first.
 - 2. Non-profit organization events as posting space allows.

II. Equipment Use

- A. Copies and prints are 25 cents per page for black & white and 50 cents per page for color.
- B. Telephone - emergency use only.
- C. Fax
 - \$1 per page sent via Efax
- D. Computers behind circulation desk - Staff use only.
- E. Computers on library floor are for public use.
- F. Laptops and iPads are available for use in the library.

III. Operational Policies

- A. Operating Hours
 - 1. Hours are annually reviewed by board of directors and will be posted on the door, as well as online at www.berkslibraries.org/svcl.
 - 2. Emergency closings
 - a. Library closings during emergency weather conditions will generally follow Schuylkill Valley School District closings during daytime hours.
 - b. Evening and Saturday closings will be at the discretion of the librarian with the approval of the president or vice-president of the library board of directors.
 - c. Emergency closings will be posted on wfmz.com and the library's Facebook page.

IV. Eligibility for a Library Card

- A. Berks County Residents
 - Individuals who live, own property, work, or attend school in Berks County are eligible for a free library card.
- B. Non-residents of Berks County
 - 1. Pennsylvania residents who hold a valid library card from a library outside of Berks County or a state library card are eligible for a BCPL library card without fee.
 - 2. Non-residents of Berks County who do not have a home library may obtain a library card from the state library at no cost.

V. Borrowing Privileges, Circulation, and Overdue Materials

See Schuylkill Valley Community Library Borrowing Policy

VI. Interlibrary Loan Policy

See Schuylkill Valley Community Library Interlibrary Loan Policy & Guidelines.

VII. Reference Service

See Schuylkill Valley Community Library Reference Policy.

VIII. Confidentiality Of Patron Records - As required by PA state law.

IX. Gifts to the Library

See Schuylkill Valley Community Library Donation Policy.