

Library Service Policy

A. Membership

- 1) The Exeter Community Library will issue a free library card to any Berks County resident 18 years or older. The patron must show picture ID and proof of residency. Birth date will be requested.
- 2) Juvenile cards will be issued to resident children, 17 and under, with parental/guardian signature and identification. The child's birth date will be requested on juvenile borrower card registration forms. Parent/guardian and child must be present for child to obtain a library card.
- 3) There will be a \$2 fee to replace a lost library card.
- 4) The library will issue a library card without fee, to any non-resident of Berks County who has a valid card with an Access PA sticker affixed from an out-of-county library. These non-residents should register and show identification in the same manner as required for county residents.
- 5) The library will not affix an Access PA sticker to any card issued to an out-of-county borrower; only the "home" library may issue the Access PA sticker.
- 6) For non-residents of Berks County who do not have an Access PA sticker on their card, there will be a \$40 fee to issue a library card.

B. Library Hours of Operation

The Exeter Community Library will be open to the public during the following hours:

Monday	2:00 PM – 8:00 PM
Tuesday	10:00 AM – 8:00 PM
Wednesday	10:00 AM – 8:00 PM
Thursday	10:00 AM – 5:00 PM
Friday	10:00 AM – 5:00 PM
Saturday	10:00 AM – 5:00 PM
Sunday	CLOSED

C. Overdue Materials

- 1) A patron's borrowing privileges will be suspended if an account balance exceeds \$10. Patrons with overdue fines must clear their accounts at the end of each calendar year, or borrowing privileges will be suspended.
- 2) Damaged and lost items are charged at replacement value plus a \$5 processing fee.

D. Patron records

Patron records are strictly confidential.

E. Materials

All materials are available to all patrons in accordance with the Library Bill of Rights. **See Appendix A**

F. Gifts

Gifts will be accepted in accordance with the library's policies and needs. See Collection Development Policy.

G. Dress and Behavior

Appropriate dress, including shirts and footwear, are required.

Polite and respectful behavior is expected.

Cell phones use should be limited and calls shall be taken in the lobby or outside.

No pets allowed with the exception of service dogs.

The library staff has the discretion to ask persons exhibiting offensive behavior, dress, or hygiene to leave the library.

No sleeping, loitering, or soliciting.

Harassment, or sexual harassment, of the library staff, volunteers, or other patrons, as defined in the anti-harassment policy of the Personnel Policies and Manual will result in the harasser being asked to leave the library or the police being called.

Violation of any of these dress and behavior policies can result in termination of library privileges.