



Mifflin Community Library

6 Philadelphia Avenue, Shillington, PA 19607 · 610.777.3911
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POLICY

LIBRARY SERVICES Effective December 3, 2014

Hours of Operation / Closings

The Mifflin Community Library (MCL) will be open to the public during the following hours (except by special notification):

Monday	9:00 am - 8:00 pm
Tuesday	9:00 am - 8:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 8:00 pm
Friday	9:00 am - 1:00 pm
Saturday	9:00 am - 4:00 pm <i>(except 9:00am-1:00 pm for ten weeks in summer)</i>
Sunday	Closed

MCL will be closed for the following holidays (when observed on a date that the library is normally open): New Year's Day, Memorial Day (observed), July 4th (or observed federal holiday if the 4th on a Sunday), Labor Day (observed), Thanksgiving, Christmas Eve Day, Christmas, and New Year's Eve Day.

Emergency Closings - MCL does not necessarily follow the Governor Mifflin School District's inclement weather closings and delayed starts. The Library Director may choose to diverge from the school district's closings and delays if the reasons for them do not apply to the library. Any schedule changes will be posted to the WFMZ-TV website (www.wfmz.com) and the library's website, as well noted on the outdoor electronic sign and social media. The library board of trustees will be notified in the event of a non-weather emergency closing.

OTHER SERVICE POLICIES

Access to Materials

- 1) Only parents or guardians may monitor or limit material selection for their own children.
- 2) Other than by parental or guardian restriction, children may borrow from the adult collection.

Borrowing Privileges, Circulation & Overdue Materials *(See Separate Policy)*

Bulletin Board, Display Area, and Outdoor Electronic Sign

- 1) One bulletin board in the library will be designated a "Community Bulletin Board" for postings related to notices for personal services, community events, other library job postings and programs, etc. These items will remain on display no longer than four weeks (or as space permits). Size is limited to 11"x17". Flyers or signs must be handed in at the circulation desk for posting by library staff.
- 2) All other bulletin board/display areas in the library will be used to publicize only activities, news and events related to Mifflin Community Library (including Friends of MCL activities).
- 4) The outdoor electronic sign will be used to advertise only events which the library or the Friends of the Library sponsor or participate in. The electronic sign may not be used to promote or

advertise meetings and events taking place in the library's meeting spaces that are not sponsored by the library nor is the sign available for the promotion of private businesses, for the sale of goods and services, or for political campaigns. All postings on the bulletin board or electronic sign are subject to display or removal at the discretion of the Library Director. The library director's decisions may be appealed to the Board of Trustees.

Code of Conduct *(See Separate Policy)*

Collection Development *(See Separate Policy)*

Confidentiality of Library Records

Patron records are kept confidential as required by the Pennsylvania Library Code, Section 428. This prohibits the release of any records relating to the circulation of library materials, except by court order in a criminal proceeding or as may be requested under the USA Patriot Act.

Emergency Procedures/Security

- 1) Staff will call 911 in the event of a health, fire or safety/security-related incident inside the library or on library property. A direct call to the Borough of Shillington police may be made at staff discretion in the event of a disturbance on library property that is not imminently threatening to the safety/security of library staff or patrons.
- 2) Fire extinguishers are located throughout the library for use as needed. In the event of a fire, the library should be evacuated immediately.
- 3) A first aid kit is located in the circulation desk area. First aid should only be administered by qualified medical professionals or staff trained in first aid procedures.
- 4) An AED machine is located near the circulation desk. The Library Director will maintain a list of certified employees and their certifications dates for use of the AED. The AED machine will be checked and maintained as required by the manufacturer.

Equipment Use

- 1) Copier - Self-service (pay at circulation desk) - \$.15/copy for black and white and \$.50/copy for color.
- 2) Telephone - Public may use the circulation desk phone to make only local calls and only in extenuating circumstances.
- 3) Fax - Library staff use only. Faxes may be sent for the public at a charge of \$1.00/page (local and 800 number calls only). Long distance faxes (United States only) are \$2.00 for the first page and \$1.00 for each subsequent page. No international faxes will be sent. Faxes will not be received for the public.
- 4) Computers (including Printer and Scanner Use) *(See Separate Policy)*
- 5) Furniture & Equipment - Lent at Executive Committee discretion only.

Gifts

- 1) Financial gifts will be accepted with donor restrictions and directions regarding use.
- 2) Library material donations will be received at the discretion of the Library Director and in accordance with published "Guidelines for Donation of Library Materials."
- 3) Acceptance of other donated items (including works of art, furniture, etc.) is at the discretion of the Board of Directors, without restrictions or limitations on their use or disposal.

Interlibrary Loan *(See Separate Policy)*

Internet Access *(See Separate Policy)*

Meeting Room Use *(See Separate Policy)*

Reference *(See Separate Policy)*

Policy reviewed & approved on September 23, 2020 by the Mifflin Community Library Board of Directors