

## 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 20 cents per page for black & white and 50 cents per page for color.
- B. Telephone - emergency use only.
- C. Fax machine
  - 1. 25 cents/page - local
  - 2. \$1/page - long distance
  - 3. 25 cents/received page
- 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.
- G. Flash drives may be purchased at the desk for \$3.00.
- H. 3D Printer

See Schuylkill Valley Community Library 3D Printer Policy

### 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](http://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](http://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.

3. Non-residents of Berks County who do not have a valid library card from another Pennsylvania library may be issued a borrower card for a \$40 annual fee.
- 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.

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Solomon Lausch, President

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Kathy Gerber-Fegely, Secretary

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