

# Miscellaneous Policies

## Cooperation

The Radford Public Library will make every effort to cooperate with other libraries, through interlibrary loan and other cooperative arrangements.

## Holiday Closure Policy

The Radford Public Library will close for the following City of Radford holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday that follows, and Christmas Day. In addition, the library will close on Easter Sunday and all Sundays between Memorial Day and Labor Day. The library will close at 5 p.m. instead of 8 p.m. on the day before all City of Radford holidays that the library observes, and at 5 p.m. on every night during the week between Christmas and New Year's Day. Further, the library will close any weekend days that are adjacent to City of Radford holidays when appropriate.

## Inclement Weather Policy

When weather conditions affect the safety of roads, the Library Director may choose to close the library early for the safety of library employees and users of the library. Every effort will be made to keep the library open, particularly during the daytime hours Monday through Friday. Extreme weather conditions and powers failures will be considered on a case-by-case basis. Employees are expected to work their regular shifts when the library is open, but if weather conditions make it impossible for them to get to the library, they will be given the option of making up missed hours at a time to be determined by their supervisor, or taking vacation leave if they are eligible.

## Exhibits and Displays

All exhibits and displays in the Radford Public Library will be subject to the following regulations:

1. Library programs and exhibits will have first priority for available display space.
2. All posters, exhibits, and displays in the library must have the prior approval of the Library.
3. All permanent additions to the library (plaques, landscaping, etc.) must have prior approval of the Library Director.
4. All posters, exhibits, and displays that outside groups or individuals wish to put in the library must fall within these guidelines: the subject matter must be of community interest; the event or display must be of a civic, cultural, educational, or recreational nature; the group sponsoring the event/display must be non-profit.
5. Due to limitations of space and the primary intended use of that space for library purposes, the library reserves the right to limit the number of displays, posters, or exhibits at any 1 time.
6. Unless specific arrangements are made beforehand, all posters or displays become property of the library and will be disposed of at regular intervals.

## Hand-Out Materials

1. It is the policy of the Radford Public Library to permit and encourage the distribution of free pamphlets, brochures, and other similar materials from the library in a manner consistent with the provisions of this policy.
2. A display rack will be provided at the library for the distribution of free hand-out materials.
3. Material permitted to be displayed for free distribution at the library shall be of an educational, cultural, or informational nature, or having regard to matters of community or civic interest.
4. Materials of for-profit activities or consisting primarily of appeals for contributions shall not be included for display or distribution.
5. Display of material for free distribution shall be subject to prior approval by library staff based upon review in accordance with the standards set out in this policy.
6. Material in the hand-out rack will be reviewed and removed regularly, based on currency or lack of space. Items will be disposed of by the library staff unless specific prior arrangement has been made.
7. Any person aggrieved by a determination regarding display and removal of materials in accordance with this policy may appeal the decision to the City Manager.
8. Notwithstanding the other provisions of this policy, organizations such as the Lamplighters, having for one of their primary purposes the support of libraries, may be permitted to display materials consisting primarily of appeals for contributions.

## Charges for Lost or Missing Items

The library encourages all patrons to report damages to a staff member and not attempt to repair the damage of items. A distinction is made between normal wear and tear and actual damage. Should a replacement of the item be offered instead of the cost, a processing fee of \$5 will be required.

- Damaged audio tape or CD \$8 cost to replace the item.
- Damaged, but repairable \$5 cost for library to repair or easily replace.
- Examples: torn or missing dust jacket on books, minor food or liquid damage, damaged or lost a/v case
- Damaged beyond repair pay library's equivalent cost of item. Should patron offer to replace the item, a processing fee of \$5 will be required.
- For missing artwork with CDs or DVDs, the entire cost of the item will be required.

## **Snack and Beverage Policy**

The Radford Public Library strives to create a welcoming, clean and comfortable environment for the public. To that end, beverages and small snacks are allowed in the library, provided that they are in accordance with the following guidelines:

Beverages will be in a lidded container or can. Individuals may consume snacks or beverages in a way that does not interfere with the comfort of other patrons. No snacks or beverages are allowed near the computers or iPads, in the story time room or the Ann H. Fisher New River Room. Patrons assume all responsibility should any use of food or beverage result in damage to library materials or equipment. Patrons will dispose of any trash, notify staff of any spills, and will be considerate towards other patrons. Food for groups may be consumed in meeting room areas or in a special event. Library staff reserves the right to direct patrons to immediately remove any food and beverages that do not conform to this policy in library staff's sole judgment.

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