

2020 Wells Memorial Library Policy

Circulation and Use of the Library

Library cards are free and available to all.

We are a member of the Clinton-Essex-Franklin Library System and follow circulation guidelines for the automated library catalog and interlibrary loan. Patrons need one card only from a member library, which can be used at all other libraries.

New patrons are asked to provide contact information such as address and telephone number. Local residents with a card from another library must resolve fines or unreturned materials before we can issue a Wells Memorial Library card.

Books and CDs circulate for two weeks and DVDs for one week, with one renewal period. Up to 50 books and 5 DVDs may be checked out. DVDs rated **G** or **PG** may be loaned to unaccompanied children aged 12 and under; ages 13-16 may also borrow **PG13**-rated DVDs. **R** ratings require parental permission.

We do not have fines for overdue items. Replacement costs may be assessed for damaged returns. Fines are set by the lending library, and may be incurred if you use your card at a library that has fines.

Reference and archival materials are not available for circulation.

Please be respectful of library materials and other patrons using the library.

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Use of Public Access Computers and Wi-Fi

Public computer use, online access and Wi-Fi are free and available to all library users.

Please do not change any computer settings, save anything on the public computers, or turn them on or off.

Computer use is limited to 30 minutes if others are waiting.

Children under age 10 must be accompanied by a responsible adult.

The library does not restrict or filter Internet access; unlawful activity and viewing pornography are prohibited.

Please respect the privacy of other patrons, and use headphones when required.

Printing costs are 20 cents a page for black & white, 50 cents a page for color.

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Use of Space

The library encourages the use of meeting space by organizations, interest groups and government.

The library does not charge for the use of space.

Please provide a contact person and contact information to reserve the space.

The contact person is responsible to: return chairs and tables to their original spots, remove any trash and insure that no food is left in the library.

After hours, the contact person is responsible to:

- arrange in advance to use copiers, computers and other equipment
- insure that no books or other materials are removed from the library
- turn down the heat, turn out the lights, lock the doors and return the key.

Name of Organization _____

Contact Information _____

Date and Time of Use _____

Wells Memorial Library Policy

Investments 2007

1. It is the obligation of the Board of Trustees to follow a conservative investment policy which seeks to assure the preservation of capital.
2. Investment of capital should be in FDIC or other government insured accounts.
3. It is the responsibility of the finance committee, most particularly the treasurer, to obtain the best interest rates possible within those guidelines.

Wells Memorial Library Policy

Archives Mission and Policy

The New York State Archives Law says that the purpose of a collection such as ours is to “acquire, evaluate, preserve, display and make available for reference and use of these records.”

The Wells Memorial Library Archives was formally established in 1999 to document and preserve the history and heritage of the library and the communities of Upper Jay and Jay, for the knowledge, appreciation and education of library patrons. Materials include press clippings and photographs (originals and photocopies), letters, genealogies, meeting minutes, store ledgers, postcards, etc.

Rules for use

- Access to the archives shall be by appointment or if library staff is available.
- Library staff will access and put away materials to insure proper filing.
- Material must not be removed from the library.
- Great care shall be exercised in handling materials.
- Only pencils may be used for note taking.
- No food or drink may be brought into the archives.
- Credit must be given to the archives of the library for use of its materials.
- Reproductions and/or photographs may be made of materials on premises. Photocopies are payable at the front desk.