board approved: \_\_\_6/28/23\_\_\_\_

Reviewed: \_\_ 8/24/19\_\_\_

revised: \_\_6/28/23\_\_\_\_\_

**Ionia Community Library**

**Facility Policy**

**Hours of operation**

The Ionia Community Library maintains consistent, posted hours of service during which all services of the Ionia Community Library are available to patrons. Summer hours go into effect the Sunday before Memorial Day and end the day after Labor Day. Those hours are:

Summer Hours Winter Hours

Monday 10-3 Monday 10-3

Tuesday Closed Tuesday Closed

Wednesday 1-6 Wednesday 1-6

Thursday 1-6 Thursday 1-6

Friday Closed Friday Closed

Saturday Closed Saturday Closed

Sunday 10-3 Sunday 10-3

The book drop is available for the return books during the hours the library is closed. DVDs and Magazines must be returned inside the library during library hours. The book drop is located to the right of the library’s front door.

**Meeting Room Policy**

All meeting room reservations must be made through the city clerk. Rules and regulations for use of the room are determined by the city council.

The Library is allowed to use the room for programming and library related events, except on the nights City Council Meetings are held, the first Monday of the month at 7:00 p.m.

Librarian will furnish a key to open the building when necessary. The key can be picked up at the library if advance notice is given and must be returned immediately.

**BULLETIN BOARDS AND DISPLAY AREAS**

The Ionia Community Library maintains bulletin boards and display cases for the exclusive purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

**OR**

To meet the objectives of the library as a community resource center, the library offers display space to organizations engaged in educational, cultural, intellectual or charitable activities as space permits.

The following general guidelines apply:

* + Approval for posting of materials must be obtained from the library director.
  + First preference is given to the promotion and display of library events.
  + Posters and/or other printed materials promoting programs/ projects of a commercial or political nature will not be displayed or distributed.
  + Notices/posters with printed charges are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.
  + Items left without approval will be discarded without notification after 5 days.
  + Posting of notices does not imply endorsement by the Ionia Community Library.
  + The Ionia Community Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

**Exhibits**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

**Service to patrons with disabilities**

The Ionia Community Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

**EMERGENCY SITUATIONS**

**FIRE**

In the event of a fire, library staff will sound the fire alarm, report the fire to the Fire Department and assist in evacuating the building.

**MEDICAL EMERGENCIES**

In the event of an ill/injured patron, library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call an ambulance if necessary.

**WEATHER EMERGENCIES**

If dangerous weather in imminent, the librarian will notify patrons and staff of weather conditions and invite them to take shelter in a building location predetermined as the best shelter available. The doors of the library will remain unlocked so that passersby will be able to seek shelter.