

## Waterboro Public Library Policies

### LIBRARY HOURS

The library is open Monday and Thursday from 2pm - 8 pm, Wednesday and Saturday from 9 am - 3 pm. We are closed all legal holidays. Storm closings are announced on our website, our Facebook page and if possible on television. You may also call the library before coming out during a winter storm to see if we are open.

### BORROWING RULES AND REGULATIONS

Library cards are issued free to anyone living or working in RSU 57 and Hollis. Cards may be issued to anyone outside the district at the discretion of the librarian. A \$.50 fee is charged to replace a lost card.

**A borrower is responsible for all materials charged on his or her account. Any materials returned, ripped, scratched, wet, or in otherwise damaged must be replaced by the patron or paid for. Please discuss damaged or lost materials with a librarian, and also let them know if something was damaged when you checked it out.**

All items are loaned for a two week period with the exception of Homeschool textbooks. These may be charged out for the school year, if needed. Books, audios and magazines may be renewed for another two weeks unless they are reserved for another patron. **Movies may not be renewed.**

Patrons may borrow two or three books the first three times they come to the library. After that up to 12 items may be borrowed at one time (contingent on the librarian's discretion) including two movies per family.

A late fee of \$.10 per library day is assessed on overdue materials, except movies, which are \$1.00 per library day.

A maximum late fee of \$3.00 per card must be paid within two months before any other materials are checked out that card. The names of long overdue accounts will be turned over to the town constable for collection.

### BOOK DROP

Our book drop is located at the edge of the flower bed. Books should be placed in a plastic bag to prevent damage to them. No audio or DVD's should be placed in the box. **Patrons are responsible for any damage done to items in the book drop.**

**Books should be returned in the library if we are open. Book drop is only checked when we first open each day.**

### INTER-LIBRARY LOANS

Items may be requested through the ILL system. Most items are received within a week. Through this system we have access to endless sources. We can order an item by author, title or subject and can get movies and audio materials, magazine articles and more. If more than four items are ordered in a month, a \$2.00 fee per item will be charged to help with return postage. A fee may be charged by another library for photocopies. Patrons will be charged a \$2.50 postage fee for ILL's ordered but not picked up.

### PORTLAND PUBLIC LIBRARY CARDS

You may sign up for a free Portland Public Library card if you live in York or Cumberland counties at the Waterboro Public Library.

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## **E-BOOKS AND DOWNLOADABLE AUDIO BOOKS**

E-books and Downloadable audio books are available through our card catalog from the Maine Infonet Download Library if you have a Waterboro Public Library Card. If you have a Portland Public

Library card, you may access items that the Portland library has purchased for their collection.

### **STORY HOUR**

Children's Story Hour is held every Wednesday from 10 - 11 am. This program of stories, songs and crafts is geared toward preschoolers, but older children are welcome. Story Hour follows the school schedule: there is no story hour during school vacation, holidays or snow days.

We also offer a Summer Story Hour, held on Wednesdays at 10 am, during July and August.

### **SUMMER READING PROGRAM**

A themed reading program is held each June through August for all ages. Sign-up begins the week before the program starts, latecomers welcome.

### **TECHNOLOGY**

The library has several computers for public use. You may access the Internet, check your e-mail, use the MS Office programs, Use Ancestry.com, library version, etc. Please ask a librarian if you need assistance. Please check with a librarian before using a computer. A 30 minute time limit may be enforced if there are people waiting for a computer.

**We maintain a website at:** [www.waterbororlibrary.org](http://www.waterbororlibrary.org) which lists library events, new books and more.

We have wi-fi access. You may bring your laptop, and use your computer in the library or outside in your car, or on our picnic table.

Our card catalog is on-line and may be accessed from our website. With your library card you can renew items on line, reserve and request items.

We also have a FAX machine for public use, and two black and white copiers available to use.

### **IRS FORMS**

Federal IRS forms and booklets are available at the library from January until June 30<sup>th</sup>. Additional forms may be copied at .10 per page from the IRS binder.

### **DONATIONS**

The library thrives on donations. Often, donated materials go on our shelves if we are unable to use them, they are sold at our Friends book sale. The donor should understand the library reserves the right to determine how and where the items will be used. **Please do not put donations in the book drop. Leave them on the back porch or bring them into the library.**

We accept magazine subscription donations. Please ask a librarian to suggest a magazine we need.

Monetary donations can always be made and are gratefully accepted. You may specify a type of book or other item you would like your money used for.

Memorial gifts are another way you can give to the library, while at the same time remembering a loved one with your generosity. Talk with a librarian about giving money in memory of someone special.