

Summit County Library System



Policy #10 - Extended Access Hours - Coalville Branch

Adopted: January 16, 2020

Revised: July 15, 2021

PURPOSE

This policy governs **Extended Services** which is a service being offered at the Coalville Branch to increase community access to library services and collections. This service adds hours of operation to the Coalville Branch and is unique to the community and significantly improves access to an important community resource.

EXTENDED HOURS OF OPERATION

Day(s) of Week	Extended Hours	Normal Hours	Extended Hours
Monday-Thursday	8:00 AM – 10:00 AM	10:00 AM – 6:00 PM	6:00 PM – 8:00 PM
Friday	8:00 AM – 10:00 AM	10:00 AM – 6:00 PM	Closed
Saturday	Closed	10:00 AM – 2:00 PM	2:00 PM – 6:00 PM
Sunday	Closed	Closed	Closed

These Extended Access services are not available on holidays or on days when the branch is closed.

HOW TO RECEIVE EXTENDED ACCESS

- Hold a valid Summit County Library Card in good standing
- Present a valid photo ID (Drivers License, Student ID, etc.)

- Patrons must be 18 years of age. Children under 18 must be accompanied by a Parent or Guardian at all times. That Parent or Guardian must possess an Extended Access Card.
- Complete the Extended Access Terms and Conditions Form (Attachment A)
- Uphold the Policies of the Summit County Library while on site. Violations may result in the patron losing Extended Access privileges, as well as possible fines and legal consequences.

Upon completion of these requirements and providing a PIN, your Library Card is updated to allow for Extended Access.

HOW TO USE EXTENDED ACCESS

Pre-registered patrons may access the collections, common spaces, computers and Wi-Fi in the library during the extended hours described above.

Patrons are expected to know how to use the library self-checkout equipment to borrow materials and the PC Reservation system to use the public computers and printer. Before signing up for the program, please ask a library staff member for a demonstration if you are not comfortable using the equipment.

Patrons shall enter the Coalville Branch using the back door (parking lot side). Patrons will scan their Library Card using the barcode reader and then enter their PIN.

SECURITY AND SAFETY

Camera surveillance is installed throughout the library. This provides peace of mind for the patrons and deters theft and vandalism. In addition, library staff are monitoring the branch via remote access during extended hours and may be contacted using the desk phone or a cell phone at (435) 615-3900.

The desk phone may also be used to dial 911 in the event of an emergency.

Announcements may be made during Extended Access hours, such as notification that the library is closing, and patrons agree to comply with these directives.

Patrons are not allowed to give access to the library to others. Each patron must use their own library card and PIN to enter the facility.

ATTACHMENT A
EXTENDED ACCESS POLICY
TERMS AND CONDITIONS

- Your visit to the extended-hours library is your personal responsibility and at your own risk.
- I have read Policy #10 regarding Extended Access and agree to abide by all of its requirements.
- I accept responsibility for the space, equipment and furniture in the branch during my access.
- I am aware that library staff may not be present.
- I understand that Extended Access hours may be changed.
- I acknowledge that restricted staff areas must be avoided.
- I know that access may be revoked for violating library policies.
- I know that the library is monitored by security camera.

I understand the Extended Access Terms & Conditions and agree to abide by them.

Patron Name (Please Print)

Patron Signature

Date
