

## **Heermance Memorial Library Furniture and Equipment Use Policy**

### **Acceptance Statement:**

The Heermance Memorial Library considers use of any of the furniture, equipment or building fixtures to constitute acceptance of this policy.

### **Philosophy:**

All furniture, equipment and building fixtures, whether paid for by the Library or donated to the library, are the property of the Heermance Memorial Library. The library acts as caretaker of all such items for the benefit of the citizens of the Town of Cossackie.

### **Statement of Policy:**

- Any piece of furniture and/or equipment may be restricted to the use of library staff in the performance of their duties.
- Any piece of furniture and/or equipment may be restricted for specific library functions, and, thus, not be available for general use.
- Individuals may not monopolize any piece of furniture or equipment for their own use to the exclusion of others, nor may they restrict or deny library staff free and unfettered access to any furniture, equipment or building fixture.
- Library furniture, equipment, and building fixtures are to be used only for the purposes intended.
- Library furniture and equipment are not to be used off premises for the personal entertainment or recreational use of any individual.
- Misuse or inappropriate use of any furniture, equipment or building fixture is prohibited.

### **Violation of Policy:**

Patrons causing damage to any furniture, equipment, or building fixture may be financially responsible for repair or replacement.

**Adopted by the Board of Trustees of the Heermance Memorial Library September 6, 2012**

**Heermance Memorial Library  
1 Ely St  
Cossackie, NY 12051**