

# Freeman Public School Community Library Media Center



Freeman Public School Community Library  
Media Center

415 Eighth Street, Box 259, Adams, NE 68301

### **Procedures and Policies**

\*Patrons are asked to come in and fill out a library card application form. It is preferred that patrons come during the school day to fill them out if possible.

\*Elementary age children (6<sup>th</sup> grade and under) need to be accompanied by either a high school student (9<sup>th</sup> grade or older) or older person.

\*If a problem arises, the patron(s) will be asked to leave.

\*Students in school at Freeman Public Schools will not have to fill out a library card application. They will use their barcode already given to them.

### **Days/Hours**

Monday: 8:15a.m-4:00p.m

Tuesday. 8:15a.m -8:00p.m.

Wednesday: 8:15a.m-4:00p.m

Thursday: 8:15a.m -8:00p.m

Friday: 8:15a.m-3:00p.m

Saturday: 9:00a.m.-12:00p.m.

Closed Sunday

\*Closed on holidays

\*On 'No School' days, we will only be open evening hours, unless otherwise posted. Evening hours are:

Tuesday: 4:00p.m.-8:00p.m.

Thursday: 4:00p.m.-8:00p.m

### **Printing- 8 ½ " x 11' and Copying 8 ½" x 11"**

Patrons will be allowed 5 free copies/items printed each visit/evening. After that, the patron will be charged for each additional copy or page printed.

Patrons will be charged \$0.05 for each black and white copy and \$0.10 for each color copy.

\*Other sizes of paper will cost accordingly.

\*Bulk copying will cost accordingly and need to be left at least 2 weeks before the time needed.

### **Fines**

There will be a \$0.05 per day fine for all overdue materials.

Overdue videos will be charged \$0.50 per day.

### **Loan Periods**

Fiction Books-2 weeks

Non-Fiction Books-2 weeks

Reference Materials-1 day

Current Magazines-1 day

Old Magazines 1 week

Videos- 1 week

### **Reserving the Media Center**

If you would like to reserve the Community Library Media Center for a meeting, please call Robin Sugden at least 2 weeks in advance.

### **Contacts**

Robin Sugden-Library Media Specialist

(402)988-2525 ext. 110

Diana Krieger-Library Media Center Para

Lois Finkner-Community Library Center Librarian

Evening phone number for emergencies only:

(402)988-2525 ext. 147

This is a new, exciting program. Changes will be made throughout the course of this project to better serve the communities. We will seek community feedback to make changes.