

WELCOME TO MALTA TOWNSHIP PUBLIC LIBRARY

MISSION STATEMENT:

The mission of Malta Township Public Library is to enhance community life and development by informing, educating, entertaining, and providing cultural enrichment to all people of all ages via a community oriented environment and continuous collection of information to address the diverse interests, needs, and experiences of the community.

1. Library policies are subject to change. Policy updates can be found at the circulation desk or on the library's web site.
2. The library is open based upon the following schedule:

Tuesday, Wednesday, and Friday	3:30 P.M. – 7:00 P.M.
Thursday	9:00 A.M. – 7:00 P.M.
Saturday	10:00 A.M. – 3:00 P.M.
Sunday & Monday	Closed

Holiday closings are posted at the library and on our website.
3. The checkout policy for books, audio materials, and non-fiction videos/DVDs is as follows:
 - Check out length is three (3) weeks.
 - Materials may be renewed two (2) times for an additional three (3) weeks, per renewal, if the item is not new or on a waiting list.
 - There is a limit of three (3) new items per material type (green dot) checked out per person, with no renewals.
4. Magazines may be checked out for a period of one (1) week. The most current issues may not be renewed in order to allow other readers up-to-date information.
5. The policy regarding reference materials is as follows:
 - The library has limited reference materials. Most information needs can be found in the non-fiction area of the library, or on-line. The library does maintain local, county, and state history that may be used within the library building only. A number of older Malta history items have been digitized, and copies can be made for a fee, as specified under fee for services on page 3 of this handout. An appointment must be made with a staff member to view archived materials.

6. Our video/DVD loan policy is as follows:
 - The checkout length for entertainment DVDs is one (1) week with NO renewals. The checkout length for non-fiction videos/DVDs is three (3) weeks, renewals possible.
 - A limit of ten (10) entertainment DVDs per card may be checked out at any time. This includes DVDs from other libraries.

7. The policy regarding Interlibrary Loan is as follows:
 - Checkout periods for borrowed items will follow Malta Library lending policies.
 - Materials returned after the checkout period may accrue extended use fees.

8. Any patron with overdue materials and/or fines or fees totaling \$5.00 or more on his/her record will not be allowed to check out any additional materials until all overdue materials are returned or paid for and any fees paid. This includes use of the library's patron computers.

9. The library maintains computers that are available to the public for the purposes of word processing and internet usage. The rules for computer use are outlined in the library's Computer and Equipment Policy.

Computer usage for children up to the age of 17 must be designated by a parent or guardian, on the child's library application card, showing the child's level of internet access. Children under 8 are allowed internet access only when a parent or guardian is physically in the library. A library card or guest pass is required for access to patron computers.

10. Proper attire and behavior are expected at all times.

11. Food is allowed in the library only for special events designated by library staff or trustees. Non-alcoholic beverages, with a lid, are permitted throughout the building with the exception of the library's computer stations.

12. Cell phone use should be kept to a minimum, only when of utmost importance, and at a volume that does not disturb others. Please take personal calls outside.

13. Your library card must be presented for all check outs.

Malta Township Public Library Check-out and Fees Schedule

<u>Item</u>	<u>Check-out Time</u>	<u>Extended Use Fee</u>
Books and pamphlets	3 weeks	.10 per day
Non-fiction videos/DVDs**	3 weeks	.50 per day
Books on tape or CD**	3 weeks	.10 per day
Entertainment DVDs* **	1 week	.50 per day
Magazines	1 week	.10 per day
Juvenile books with CDs/cassettes**	3 weeks	.10 per day

** A \$3.00 fee will be charged for each video/DVD and/or book-on-tape/CD that is put in the outside drop box.

Extended use fees will accumulate up to the replacement cost of each item plus a \$10.00 processing fee. Library staff will make all replacement purchases.

Fee for Services

Fax (Send and receive)	\$1.00 first page - \$.50 each additional page
Photocopy	\$.20 per page \$.30 per page double sided
Computer printouts	
Color	\$1.00 per page
Black and White	\$.20 per page (Malta Township students, K – 12, receive the first 10 black and white pages per day for homework at no cost)
Laminating	\$1.00 (up to 8 ½ x 11) \$2.00 (legal size)

Library Card Fees

Within Malta Township limits	No charge (\$5.00 for replacement card if lost or damaged)
Out-of-district fees	General Mathematical Formula for property owners - \$214.00 per household for 1 year (2017/2018 fiscal year) For renters – 15% of monthly rent, or the General Mathematical Formula, whichever is less

Property owners/lessees living outside of Malta Township and paying taxes to Malta Library, are eligible to receive one Malta Library card designated as a reciprocal borrower. Your taxes cover the cost.