

## Public Patron Expectations

The Granton Community Library is a joint library that services the students and the community members of the Granton. Our situation is unique, so there are certain expectations that need to be followed. If you have any questions about these policies please talk to the public library director.

Public patrons will try to limit leaving the library. If they leave to use the restroom they should sign out at the desk. They should only use the designated bathroom and should not access other parts of the school. Public patrons will be required to take a library pass with them. Once they leave for the day, they do not need to sign out. If they have other business within the school building, they need to sign in at the high school office and wear a visitor's pass.

Computer access is limited to 2 hours per day. Special exceptions may be made based on the directors discretion. This is within the recommended limits as proposed by Wisconsin Valley Library Service.

Food or drink should not be stored by the computers or used while on the computers.

No personal cleaning or sanitizers may be used on the computers or equipment, the library will supply electronic wipes.

Public patrons and student patrons will be respectful of each other and the librarians' time. Patrons will be helped on a first come first serve basis, except during scheduled class times. The student will take priority then.

Students will take priority of the table and computer spaces during the school day.

Public patrons will ask before entering the Professional library room.

All personal items are the responsibility of the patron and should be limited to necessity.

A copy machine, fax, and laminator are available for public patrons to use. The library staff will operate these machines for the patrons. There is a cost for these services. Please ask the librarian for details. If you need lamination, please allow 24 hours notice.

Students who use the library after school hours will be asked to follow these same expectations.

