

# THE SCHULTZ HOLMES MEMORIAL LIBRARY

## **Patron and Renter Use of Library Equipment and Supplies**

Pencils and note paper are available next to each computer. The Library will also loan pens and pencils to patrons at the front desk. It will give away small quantities of paper clips, note paper, rubber bands, scotch tape and staples, including loan of a stapler for use at the front desk. The library will also loan scissors for use at the front desk. The library, at the discretion of the director, may offer items for purchase. The library will maintain a list of these items and their prices, determined by the director. No other office supplies are available for loan, purchase or gift.

The library does not loan out any equipment for use outside the library building. The library does not loan out any other equipment for use by individuals or groups in the library or in the library auditorium, with the exception of those items posted in the auditorium kitchen as available for use by renters during a rental.

Other rules govern the use of equipment for official Village business.

Approved December 2012

### **Items for sale (as of 6/2019):**

Flash Drive (100 MB) \$4.00

Ear-buds \$2.00

(All items sold as is. No warranty on suitability of item for any particular purchase. No returns.)