



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

## **Elevator Policy**

Maxfield Public Library's public elevator is for the convenience of Library patrons and staff. The elevator is available for use by disabled patrons or for transporting materials and equipment between floors.

Patrons and staff should observe the following rules to maintain safety and the smooth operation of the elevator:

- Do not use the elevator during an emergency.
- Do not tamper with elevator equipment or controls.
- Do not pry or hold open the elevator doors by the edges.
- Do not attempt to exit the elevator between floors.
- Do not exceed the elevator's weight limit of 2100 pounds.

An emergency phone or alarm can be sounded from the inside of the elevator if problems occur. This feature must only be used when needed, as each service call may require official visits and clearance from first responders and may incur a significant cost.

Children under the age of 10 are not permitted to use the elevator without an accompanying adult (age 18 or older). Accompanying adults are responsible for making sure children do not use the emergency call feature unnecessarily. Adults will be held responsible for any misuse of or damage to the elevator caused by the children in their care.

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**trustee**

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**date**

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*Adopted 3/2019*  
*Revised and adopted 8/2021*