



Stephenson Memorial Library

761 Forest Road
Greenfield, NH 03047
Tel: 603-547-2790
Email: director@stephensonlibrary.org

SML-POL-15: Other Public Services

Copier use costs \$0.25 for a black and white and color pages. The following printouts are free when determined to be homework related: Black and white prints – 5 pages, color prints – 2 pages.

Printing from computers : \$0.25 a page. The following printouts are free when determined to be homework related: black and white prints – 5 pages and color prints – 2 pages.

Telescope Loans: The telescope may be borrowed for a period of up to two weeks, depending on demand, by a patron 18 years or older in good standing. The borrower is responsible for the replacement cost of the telescope if it is damaged. The telescope will not be considered returned until all accompanying materials have also been returned. The late fee shall be \$1.00 per day.

Homework and project assignments

The Library staff regularly interacts with local public and private schools, home school families and with leaders from youth civic groups and is informed about upcoming projects. With this information, staff is able to respond by setting aside specific material for a topic. Homework questions are handled in the same manner as any other reference question in time spent and level of involvement. The staff does not provide tutorial assistance with the exception of staff lead homework assistance. Examples of tutorial assistance: “Will you check this page in my workbook?”, “Does this paragraph sound all right?”, “How do I solve this math problem?”.

When there is heavy demand for limited materials, the following collection management options will be used:

- Placing materials on a special non-circulating reserve shelf
- Assembling appropriate materials into special displays
- Limiting number of materials/length of time which may be checked out in a subject area

The staff will determine which, if any, of these options will be used and for what period of time. When appropriate materials are simply not available to meet assignment needs, the Parent/Teacher notification form should be given to the patron.

Parent/Teacher Notification Form

Date: _____

Time: _____

Dear _____,

Your student, _____ searched for but could not find materials for an assignment.

We can try to get specific books for you or your students through Interlibrary loan, but these can take up to two weeks to process and be received.

As an employee in Greenfield, you are entitled to a free library card, which you may use to place reserves or interlibrary loans in your name. You are then welcome to use the materials on loan for up to six weeks. You will be responsible for any materials loaned in your name, and may be charged fines for overdue materials received through Interlibrary loan. Your students can also receive a free library card, and use it to place reserves or interlibrary loan requests in their name.

Please contact us with any requests or topics which may require using the Interlibrary loan, or reserving materials we have on hand, and we will be happy to help you meet your student's needs.

Thank you,

The Stephenson Memorial Library Staff

(603) 547- 2790

<https://www.greenfield-nh.gov/stephenson-memorial-library>