

---

## Mission Statement

The Sinclairville Free Library strives to educate, inform, and meet the needs of the people it serves. The library operates as a community center supporting life-long learning with special emphasis on programs for children and adults.

## HOURS OF OPERATION

**MON** 2 PM— 7 PM

**TUES** CLOSED

**WED** 9 AM— 5 PM

**THUR** 2 PM— 7 PM

**FRI** 10 AM— 4 PM

**SAT** 10 AM— 1 PM

\*Library closes for various holidays. A list will be made available at the beginning of each year.

Inclement Weather Policy: The library will be Closed or Delay Opening based on the actions of Cassadaga Valley Central School or at the discretion of the Library's Board President.

Updates will be posted on Facebook, WIVB & WGRZ

### Staff

Library Director: Beth Hadley

Library Assistant: Jessica Huling

### Officers and Trustees for 2024:

Bill Newton, President

Larry Barmore, Vice President

Lisa Greeley, Secretary

Darla Frost-Kianos, Treasurer

Linda Bartholomew

Jessica Emmott

Melissa George

Peggy Minckler

Roslin Newton

15 Main Street

PO Box 609

Sinclairville, NY 14782

Phone: 716-962-5885

Fax: 716-962-5885

Email: [info@sinclairvillelibrary.org](mailto:info@sinclairvillelibrary.org)

# *Sinclairville Free Library*

*The Center of the Community*

---



*Established 1870*

**15 Main Street**

**PO Box 609**

**Sinclairville, NY 14782**

**Phone (716) 962-5885**

**Fax (716) 962-5885**

**Email:**

**[info@sinclairvillelibrary.org](mailto:info@sinclairvillelibrary.org)**

**[www.sinclairvillelibrary.org](http://www.sinclairvillelibrary.org)**

## IN HOUSE RULES

No Smoking      No food or beverages  
No loud talking      No cell phone use

## LIBRARY CARD POLICY

Adults must complete an application and show a valid driver's license with a photo and correct residence listed. Those adults not having a valid driver's license must show another form of picture identification and a bill with a current address.

Children under 18 must have a parent/guardian signature and provide a date of birth to obtain a library card.

Library cards are issued at no cost. A \$1.00 fee is charged for a lost card.

## CIRCULATION/VIDEO POLICY

A patron must have a valid library card to check out materials/videos/DVD's.

There is no limit to the amount of materials except DVD's that a patron may check out for the loan period.

A patron may check out 10 DVD's for 1 week.

Books, cassettes, CD's, videos and DVD's may be renewed one time in person or by phone. If renewing by phone, a patron must provide full name and the titles of materials to be renewed.

All materials can be returned to the desk when the library is open or in the drop slot.

Materials lost or damaged or not returned will be billed at the current replacement value plus a \$3.00 processing fee. A patron may lose borrowing privileges if the circulation guidelines are not met.

Reference and local history collections do not circulate.

## LIBRARY CHARGES:

### **Over due materials:**

If your material is on loan from another library, you may incur overdue fines. We do not charge overdue fines.

The Library staff will copy or fax pages for the public.

**Copies** - \$0.25 per sheet, \$0.30 double-sided

**Faxing** - \$1.00 for first 5 pages, then \$0.25 a page.

No charge for cover or confirmation pages.

**Printing** - \$0.25 per sheet

**Color Printing** - \$1.00 per sheet

## OTHER SERVICES:

### **Computer/Internet/WIFI**

Computers are available for patrons in one hour intervals. Exceptions to this time limit may be granted by the Library Manager or Library Assistant. B&W printing is available for \$0.25 per sheet. Additional policy information is available at the library.

WIFI is available for all patrons in the library.

### **Can't find what you need at the Sinclairville Free Library?**

Ask about interlibrary loan (ILL). ILL is the borrowing and loaning of materials from one library to another. Most often this is a FREE service. Materials outside the 2-county public libraries will be charged a fee of \$4.00 to cover the cost of postage. Check at the library for more details.

### **Download E-Books & Audio Books**

For more information about downloadable E-Books and Audio Books visit [libbyapp.com](http://libbyapp.com) or speak to a member of our staff.

## VOLUNTEERS

It takes many people to make our library a success. Whether you have a lot of time or a little, your contribution can do something that might otherwise be left undone. Here's how you can help:

### **Circulation**

Shelve books, catalog books, add/discard materials, inventory books/videos, help maintain collection

### **Events**

Help at or run an event, workshop, or presentation, help at or read at a story hour, make or set up refreshments

### **Buildings and grounds**

Gardening, trimming shrubs, general maintenance, dusting shelves

### **Fundraising**

Organize, set up or oversee book sale; help at fundraising events, sell raffle tickets; donate raffle items

### **Education**

Set up displays, arrange or give presentation of interest, upkeep of website

Please contact the Library Manager for more details.

## MEMORIALS & DONATIONS

Books and other materials may be purchased as a memorial. Please contact Library Manager for more details.

Monetary donations for general operations or book/material purchases may be mailed or delivered to the library.

In addition, two endowment funds have been established as a means of improving and enhancing the library's future: one with Chautauqua Region Community Foundation (CRCF) and the other with Northern Chautauqua Community Foundation (NCCF). Please contact the Foundation to donate to an endowment fund on the library's behalf.

The Library welcomes the donation of books and other materials, however due to lack of storage space we ask that you contact the Library Manager.