

Lanesborough Public Library Library Access Policy

Pursuant to M.G.L. Chapter 78, Section 11 which states that “The board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto.”, the Library Board of Trustees has enacted the following policy:

In order to keep the library secure and locked when the Director and staff are not present (i.e. the library is closed), the Trustees have deemed it necessary to enact this policy with regard to library use so that the Trustees, Director, and staff may be assured that the valuable library collection, computer equipment, and confidential files remain secure.

The Library Director must be contacted if someone needs access when the library is closed. If building maintenance or work needs to be done within the library space, the director should be informed as soon as possible that access was needed and why.

No one may pass through the library to enter or exit Town Hall when the library is closed. There is a mailbox on the library door for the purpose of sharing mail or paperwork with the Library Director and staff. Library packages/deliveries may be left outside the Town Hall library entrance door or in a space convenient to Town Hall staff within Town Hall for library staff to pick up during their shift. The Director may be contacted if anyone has a concern about a package left inside Town Hall rather than the library.

Anyone who would like to use the library space for a meeting can schedule with the Library Director via email (library.director@lanesborough-ma.gov), preferably with advance notice of 2 business days. Meetings may not take place when the library is closed unless approved in advance by the Director.

The Trustees feel it is paramount to view the library space (when closed) like any other locked office space and it should be entitled to the same courtesy/security. It is important to recognize that if the library were housed anywhere other than under the same roof as Town Hall, unauthorized access would not be an issue.

Updated 4/27/2023