

Parking

The Wilson Public Library parking lot is designed primarily to meet the operational needs of the Library. The size of the lot was determined by the City of Cozad as being the amount of space needed to serve the library's patrons and staff during its normal hours of operation. It is also available for use by designated organizations which have contracted for the use of the public library's meeting rooms and by other organizations. These include:

- Library and library-sponsored programs and meetings
- Library-related programs and meetings
- Friends of the Library programs and meetings
- Cozad Library Foundation programs and meetings
- Programs and meetings of nonprofit, not-for-profit civic, educational, cultural or governmental organizations.

For outside groups to use the parking lot, primary consideration must be given to the needs of the Library. Use of large areas of the parking lot during normal operational hours shall be reserved for library patrons. The library will designate areas for event parking.

If the library is not open, all spaces except the space east of the Library are available for event parking.

No overnight parking is allowed without express prior approval.

Parked cars must not interfere with pedestrian use and there is no parking next to the fire lanes (painted red).

Tobacco use, drugs and/or alcoholic beverages are not permitted on Library property, including parking lot.

The parking lot may be closed ~~in the summer during Summer Reading~~ for specific programs.

There is a bike rack next to the building on the north side. Patrons using bikes should use the bike rack and not park bikes where it is blocking entrance to the building or access to the book drops.

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Circulation of Library Materials updated 11.2023

All borrowers must have a library card or be listed as a user on a family card in order to check out items. Materials may not be renewed by the patron if there is a reserve on the item or if the patron has a fine above \$10.

Checkouts of books and audio cds shall be issued for a two-week period. Maximum renewals will be an additional two times or a total of six weeks for books and audio cds.

Reference books are designated for use within the library, unless cataloged and processed for check-out. Under certain circumstances, a reference book may be checked out overnight, with the approval of the Library Director (Ex. If a teacher or business professional makes an overnight request, the Library Director may give approval.)

Periodicals, Discovery Backpacks, and puppets may be checked out for two weeks with one renewal allowed for an additional two weeks. The most current edition of the magazine may be used only in the library.

A variety of daily, weekly, and bi-weekly newspapers are available for use inside the library only. DVD check-out is for 1 week with a 6 item limit per household or at the same address for this category. Age is no determination for DVD check out. Staff has the right to seek parental approval if irresponsible behavior has been displayed in not getting the DVDs back, paying the fine in a timely manner, or returning the material in need of repair. DVDs may be renewed once before they must be physically returned.

Cake pans may be checked out for 1 week with one renewal before return.

Only one Discovery backpack **and one puppet** may be checked out **at a time** per library card and checkouts of cake pans, Discovery Backpacks, and puppets may be by those 15 and older on the library card.

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Equipment Loan updated 6.13.2023

Patron must be a registered cardholder 18 years or older in good standing (no fines). Patron must complete an equipment loan form available at the front desk when checking out equipment. Patron is responsible for replacement value of equipment if damage occurs. Equipment is for overnight check out only (exceptions-weekends and holidays.) Staff may use their discretion on this. Deposits for particular equipment are listed below. The Library Director may waive a deposit. Library Board members and City employees are not required to make a deposit on equipment.

The following equipment is available for patron check out with coordinating deposit in parentheses:

- i. Overhead projector (\$25)
- ii. Screen (\$25) or Green Screen (\$25)
- iii. Yaber Y 21 ~~Proxima-Ultralight LS1Multimedia~~ projector (\$100)
- ~~iv. ViewSonic PJD5352 projector (\$100)~~

Additionally, one smart TV, a VCR player, a VCR to DVD recorder, a DVD player, a BOSE cd player, an overhead projector, laptops, **mice, webcams, a microphone, a small speaker system**, a typewriter, microfilm reader, headphones, an Accucut die cut machine/dies, and a screen in the Conference Room can be used during regular hours or for use with a room reservation for an after-hours program depending upon room used. Some of this equipment may be used with no deposit; see Library Director for information. It is a good idea to reserve the equipment when reserving either the Conference or Board Room. These additional items with the exception of headphones are intended for those 15 and older; those younger must be supervised by an adult at all times or as part of a library program.

An OWL is available to assist in Zoom meetings to amplify sound and sharpen video quality of a recorded meeting. The OWL is available for onsite use only, during regular library hours where a qualified staff member can set up and take down. The OWL must be approved by Library Director or staff member prior to use.