



Sandwich Public Library District

925 S Main Street | Sandwich, IL 60548
815.786.8308 | www.sandwichpld.org

Library Services Policy

- The Library maintains consistent, posted hours of service during which all services of the library are available to patrons. Those hours:

Monday – Thursday	10am – 8pm
Friday	10am – 5pm
Saturday	10am – 4pm
- The Library is closed on the following days: All Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. The Library will close early on Halloween and the Wednesday before Thanksgiving.
- The Library selects and organizes for easy access such books and materials that best meet the needs of the community
- Reference service and materials are available all hours the library is open
- The Library provides Inter-Library Loan services according to the regulations of the Illinois State Library
- The Library initiates programs, displays, exhibits, book lists, etc. to encourage the use of the library and its collections. All programs are open to the public.
- The Library endeavors to maintain and balance its services to the adult and juvenile patron.
- The Library cooperates with, but does not perform the functions of school or other institutional libraries that are designed to meet curricular needs.
- The Library keeps the public notified of library services by means of newsletter, local newspaper, the Library's website, Social Media, mass emails and local radio
- The book return is available for the return of all materials and is located on the east side of the building.
- The Library periodically surveys the public to ensure it is providing the collections and services most desired by the community.
- The Library provides Photocopying Services. Fees are determined annually by the Library Board.
- The Library provides Notary Services free of charge.
- The Library provides Laminating Services as defined in the Laminating Policy.
- The Library provides Voter Registration Services free of charge.

- The Library provides Exam Proctoring services free of charge.
- Library Staff will, upon presentation of an photo ID card, look up a patron's account up to 3 times per quarter. After that, the actual issued library card must be presented, or a replacement card purchased.

Exceptions to this policy are at the discretion of the Library Director or designee.