



Expanded Access Hours Policy

Policy Number: 017
Supersedes Policy: 5/22

Authorized by: Board of Trustees

Effective: 04/26/2023

Review Date: 05/01/2025

1) **Purpose:**

To describe the methods by which Expanded Access Hours (EAH) will be established and utilized within Timberland Regional Library (TRL).

2) **Scope:** None.

3) **Background:** None.

4) **Definitions:**

A. Expanded Access Hours: Provides opt-in patron access to library services at designated times when a library is not staffed by TRL employees.

5) **Policy:**

- A. Expanded Access Hours (EAH) increases services available to registered community members without replacing full-service staffed hours open to all members of the public who are fourteen (14) years of age or older.
- B. The Board of Trustees has authority to authorize the establishment or cancellation of EAH.
- C. The Executive Director makes recommendations to the TRL Board Facilities Committee regarding EAH. The TRL Board Facilities Committee provides recommendations to the TRL Board for its review and consideration.
- D. At any time, a city may request EAH for an existing Library. The requesting entity will be required to prepare and submit a proposal to the Executive Director.
- E. Access to EAH services requires registration at any of the TRL locations. To register, patrons must be fourteen (14) years of age or older and possess a TRL library card.
- F. Once registered and approved for participation in EAH, patrons will have the opportunity for the use of computers, printing, materials selection, check out and basic account resolution.
- G. By registering for EAH patrons acknowledge and agree to the following terms of acceptable use:
 - 1. While using EAH, staff will not be available for assistance.
 - 2. EAH patrons must use their own Library card to gain access to library

services. Parents or caregivers may allow their children to accompany them into the EAH Library; provided, parents or caregivers must supervise their children while using EAH.


3. While using EAH, patrons may not allow other individuals into the library.
4. The rules applicable to EAH will be posted in each Library offering EAH and the opportunity to participate in EAH will be rescinded if those rules or any rules or policies of TRL are violated.

6) **References:**

A. None.

7) **Citations:**

A. None.

 4/26/2023

Cheryl Heywood, Executive Director

 4/26/2023

Mary Beth Harrington, President Elect

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.
