



**Greenwich Library Policy
Introduction to Library Policies
Approved February 13, 2024**

Policies for the administration and operation of the Library are adopted by the Board. Unless the context otherwise requires, all Policies apply to the Main Library and the Byram Shubert and Cos Cob Branch Libraries. The Library may update these Policies from time to time, and will notify users by posting the updated Policy to its website.

The Board has the discretion, and may delegate to the Director the discretion, to construe and interpret these Policies, and to make all determinations necessary, appropriate, or advisable for the administration of these Policies.

Users of the Library are required to comply with all Policies. Failure to comply with any of the Policies may result in a warning, restriction, suspension, or termination of Library privileges, as well as removal from, or prohibition of access to, Library Premises. Please see the *Implementation of Library Policies and Rules* for additional information.

These Policies shall be governed by and construed in accordance with the laws of the State of Connecticut.

The following terms used in the Policies shall have the meanings set forth below unless the context otherwise requires:

“Attendee”: An individual who attends a Library program.

“Board” means the Library Board of Trustees.

“Branch Libraries” are the Cos Cob and Byram Shubert branches of the Library, located at 5 Sinawoy Road, Cos Cob, CT 06807 and 21 Mead Avenue, Greenwich, CT 06830, respectively.

“Collection”: A subset of Materials grouped by format or theme as described in this Policy or collectively the entirety of Library borrowing Materials.

“Director” means the Library Director of the Library.

“Display”: A physical or digital exhibition of Resources created by the Library which highlight a specific subject or topic.

“Friends” means the Friends of the Greenwich Library.

“Fundraiser”: A Library program which may be restricted in access for the purpose of soliciting support for the Library.

“Library” means Greenwich Library, including its Branch Libraries.

“Library Premises” means Library buildings, parking lots and sidewalks and other grounds surrounding such buildings.

“Library Property” means Library tangible and intangible property and Premises, including, without limitation, those that are physical or electronic as well as furniture, computers, fixtures, equipment, books, media, and structures.

“Main Library” means Library main branch, located at 101 West Putnam Avenue, Greenwich, CT 06830.

“Material”: Any physical or electronic information source of the Library including, but not limited to, all Collections which are available to Users.

“Non-Library Program”: A program in which a member of the community or group is using Library space, such as rental, without the direct management, endorsement, or oversight of the Library.

“Program”: A cultural or educational event sponsored by the Library which is attended by Library Users.

“Program”/ “Programming”: A Library-sponsored activity or event, or series of activities or events in a group setting in which members of the general public attend for educational or cultural interest and enlightenment.

“Registrant”: An individual who has registered to attend a Library program.

“Resource”: Any bought, donated, or leased physical or electronic information source of the Library.

“User”: Those who use the Resources and Materials provided by the Library.