



Effective Date: April 16, 2025

## **Furnishings and Equipment Policy**

The New Library was designed with shelving and spaces defined in accordance with patron, staff, and trustee input, and approved by Town Meeting. The architectural drawings determine shelving placements and load-bearing capacity for those areas. Other areas within the library are specified for different load-bearing requirements.

Given the design of shelving locations for the first and second floors, changes will not be allowed.

Other library spaces designed for a specific activity that includes data, electric outlets, and ADA requirements must be used following the design parameters.

Furniture was designed and purchased for each space within the library per design restrictions. Changes to these areas must be reviewed and approved by the Library Director and the Board of Library Trustees.

Damaged furnishings, carpets, shelving, and any other fixed equipment must be brought to the attention of the Library Director and Custodian. If a replacement is required, the Library Director will discuss it with the Library Furnishings Committee to determine the outcome.

Changes to the building or grounds must be approved first by the Library Director and then brought to the Board of Library Trustees Building and Grounds Committee for approval. Exterior building and grounds issues, such as the parking lot, roof, plantings, generator, dumpster, etc., must be brought to the attention of the Library Director, who will inform the Board of Library Trustees. The Trustees will work with the Department of Public Works to resolve the issue.