



## Holderness Free Library

866 Route 3 P.O. Box L  
Holderness, NH 03245  
603-968-7066

[www.holdernessfreelibrary.org](http://www.holdernessfreelibrary.org)

### **Building Access and Maintenance Policy**

1. The Library Director is responsible for and manages the library building and its contents. The Board of Trustees oversees the Library Director.
2. No one, including library trustees, may perform maintenance or solicit estimates without the approval of the Library Director and or/ or a quorum of the Board of Trustees.
3. At least two estimates must be solicited for any work in excess of \$500.00 to be done in or outside the library.
4. No work in excess of \$500.00 may be performed on the library without the consent of the Board of Trustees.
5. The Library Director needs to know who has access to the building and when someone is going to be in the library building. Anyone who will be in the building after library hours needs to notify the Library Director at least 24 hours in advance unless other arrangements have been made with the Director.
6. Anyone needing a key to the building may check out a key with the Library Director at their discretion. The key must be returned to the Library Director within one week unless other arrangements have been made.

Approved by the Holderness Free Library Board of Trustees on 11/7/08