

# ASHTABULA COUNTY DISTRICT LIBRARY

## PUBLIC SERVICES POLICY

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REVISIONS:		8/20/25

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Student laundry rooms, particularly in underserved communities, are increasingly being recognized for their positive impact on overall well-being. These facilities help address a barrier to education by providing students with access to clean clothes. This initiative combats absenteeism by reducing the stigma associated with wearing dirty clothes and promoting a sense of pride and respect among students, which extends well beyond the school setting.

Providing access to an energy efficient clothes washer and dryer enhances ACDL's ability to introduce to young patrons proper laundry techniques including behaviors such as sorting clothes, measuring detergent, and folding clothes neatly, a vitally important life skill.

Laundry Room facilities are intended for use by students under the age of 18 and are available to reserve at the Geneva Public Library.

Appointments are preferred but walk-in use is permitted providing equipment and staff are available. The library reserves the right to limit the number of Laundry Room appointments/uses during any given period.

This policy is intended to ensure a clean, safe, and respectful environment for all users. Any failure to comply with Laundry Room policies may result in the loss of Laundry Room privileges.

### **Laundry Room Usage**

- Users must hold a valid ACDL library card. Exceptions must be approved by the Geneva Public Library Branch Manager, in writing, prior to use.
- The Laundry Room will be available during library hours only.
- Users must use the laundry machines for their intended purpose – washing and drying clothing and other appropriate items.
- Users must complete training and/or demonstrate a thorough understanding of the operational aspects of laundry machine usage.
- Users must follow instructions for each machine regarding load capacity and detergent usage.
- Users must remove their laundry promptly after cycles are complete.
- Users are responsible for cleaning up any spills or messes they create, including wiping down machines and surfaces.
- The lint filter in the dryer must be cleaned after each use.
- Users must dispose of lint and other trash in the designed receptacles.
- Users must report any machine malfunctions or damage to library staff immediately.

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### Prohibited Activities

- Laundered items are limited to personal clothing, sheets, and towels. No rugs, heavily soiled items, or any item determined to be potentially detrimental to the laundry equipment will be allowed.
- Washing or drying items with rubber or tar coverings is prohibited.
- Overloading machines is prohibited and can damage equipment and lead to malfunctions.
- Dyeing clothing in machines is prohibited.
- Using machines if you or your household have insect infestations is prohibited (as this could spread them.)

### Project Supplies

- Laundry detergent and other supplies will be provided as budgeting allows. All donations of laundry supplies are welcome.

The library is not responsible for lost, stolen, or damaged items left in the laundry room or machines.