

STORAGE POLICY

POLICY STATEMENT

SALS will make available storage space for the member libraries at 22 Whitney Place, Saratoga Springs, NY.

REGULATIONS

Items that are hazardous or flammable may **not** be stored at SALS.

A letter of agreement between the library and SALS will be signed that defines:

- The amount of space needed
- The length of time the items and materials will be stored at SALS
- The acknowledgement of lack of specific climate control for valuable items
- The acknowledgement of the level of security of the SALS building
- The times member library staff can access their items or materials
- The terms of the storage fees

Libraries storing the items and materials must provide SALS with the insurance and liability waivers to be kept on file until the materials are removed.

SALS reserves the right to revoke the storage service if SALS needs the space.

PROCEDURES

Member library Director will contact SALS Director to review space and storage needs.

The SALS Building Committee will review the request and either approve or deny the request.

A Letter of Agreement between the member library and SALS will be signed.

Member library will provide the labor to move and store the materials.

SALS will invoice member libraries for storage fees. The fee will be 30% of the current fees to store materials in a heated/air conditioned facility located in Saratoga Springs, NY.

The storage space usage will be reviewed annually.

Approved by SALS Board at the September 21, 2010 Board Meeting