

Melissa Yandell Smith Library at A.C.T.
Library Membership Policies as of 3/6/24

Library Membership

The Melissa Yandell Smith Library contains nearly 15,000 titles including play scripts, books, videos, language and music recordings, music scores, and theater periodicals. Library members receive full access to the collection, as well as access to digital subscriptions through the A.C.T. Library (currently includes select collections with [Drama Online Library](#)).

Locations & hours

The library has two locations. The main browsing location is housed at the A.C.T. office and rehearsal building on the 8th floor of 30 Grant Ave. Hours for the 30 Grant location are posted weekly online and at the branch. Because we are staffed mainly by volunteers, hours are subject to change without notice. Library users are encouraged to call the library at 415-439-2453 to confirm hours before coming.

The library also has a larger storage location near the Toni Rembe Theater, with an entrance at 345 Mason St. Items from this location can be requested at any time by placing a hold online or with a library staff member. The 345 Mason collection is available for in-person browsing by making an appointment with A.C.T.'s librarian. The librarian is part-time and only on-site on select days, so expect some lead time between initial request and appointment date.

Membership categories and length of membership

- A.C.T. staff, students, teachers, artists, and volunteers: two years from date of account activation (account will be renewed to cover member's full duration with A.C.T.)
- Drama teachers in the San Francisco Unified School District: the duration of affiliation with SFUSD.
- Theatre Bay Area Individual Premium members (including Student members) and Company members: The duration of TBA membership.

Code of conduct

Library members are expected to treat staff, volunteers, and other members with respect. Individuals using the library space and/or resources are expected to contribute to a safe, welcoming, and equitable environment for all users. A.C.T. reserves the right to suspend or revoke library membership due to poor behavior.

Circulation policies

- Library members do not need to present ID when checking out materials, but should be prepared to answer questions in order to verify their identity.
- Loan period: 2 weeks.
- Renewals: Items are eligible for renewal if no one else has placed a hold on them. Eligible items will automatically renew for another two-week period, up to three times.
- Maximum number of items checked out at one time: 20
- Holds: Patrons may place holds online or by request to library staff. Maximum number of holds at one time: 15 (please contact the librarian for exceptions).
- Some items (designated Not for Loan) may not be checked out and must be viewed at the library during open hours, usually by appointment.
- Library materials must be returned to the library during open hours, or to the book drop outside the library door if the library is closed. If this is not possible, library users are responsible for making other arrangements with A.C.T. or library staff for safe return of the item(s).

Fines and fees

We do not charge a fine for late returns. If an item is more than 30 days overdue, it is determined to be “lost” and a replacement fee is assessed. If an item is returned to the library after a replacement fee has been assessed, the replacement fee will be eliminated. We strive to keep replacement fees low, and most fees will be between \$5-10. Loss or damage of a rare or specialty item may incur a higher fee, not exceeding \$30.

Questions about any of these policies? Contact library@act-sf.org.