



Library Membership Policies

Library Resources

The Melissa Yandell Smith Library contains nearly 15,000 titles including play scripts, books, videos, language and music recordings, sheet music, 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](#)).

The library also has a computer and printer available for library users. Computer sessions are 15 minutes and should be limited to theater-related activities. Current A.C.T. students can print up to 10 pages of A.C.T. class-related materials per person per day.

Locations & hours

The library has two locations. The main browsing location is on the 8th floor of 30 Grant Ave, the A.C.T. office and rehearsal building. 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 storage location 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 Library Space: Code of Conduct

The library is a space for the A.C.T. and greater Bay Area performing arts community. As the only room at A.C.T.'s 30 Grant location that is publicly accessible without a door code, we are open to those who are using the space for its intended purpose. This can include:

- Browsing, checking out, or reading the materials in our collection;
- Waiting for A.C.T. classes to begin or end;
- Using the computer and/or printer for A.C.T. class-related purposes;
- Engaging with library staff and users to learn, share resources, and build community.

The library is **not** a designated public space; we are open to a wide range of users, but we do not have the resources to meet the needs of the general public.

The library **is** a shared space; the entire library should be accessible to all users during open hours.



Library staff have the right and responsibility to ensure that the library is a safe, welcoming, and accessible place for all users. If a library user is contributing to an unsafe or unwelcoming environment, library staff will ask the individual(s) to modify their behavior or leave the library.

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 Premium members (including Student members) and Company members: The duration of TBA membership.

Circulation policies

- Library members do not need to present ID when checking out materials, but should be prepared to answer questions to verify their identity.
- Loan period: 2 weeks. Maximum number of items checked out at one time: 20.
- 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.
- 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 the librarian 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 fee has been assessed, the 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.