



## PROPER AND IMPROPER USE OF THE LIBRARY

Use of the Library by the public during business hours is assured and assumed. However, some limits must be in place to guarantee public safety and the control of public property.

Security of the library system's building, grounds, vehicles, equipment, materials, supplies, employees and patrons is a matter of significant concern to the Board of Control.

### Proper Use of the Library

- Reading, browsing
- Check out, renewal, check in of library materials
- Study, homework, reference search
- Meetings, seminars, programs, lectures
- Other functions deemed appropriate for a public library
- Use of computers and equipment
- Supervisor has the right to ask patron(s) to leave if they are not compliant with the policy; if patron(s) refuses then supervisor has the right to call authorities.

### Improper Use of the Library

- Abuse of or intoxication from alcohol, drugs, controlled substances
- Actual or attempted theft of property belonging to the library or to other individuals on the premises
- Advertising, campaigning, soliciting, petitioning, proselytizing
- Buying and/or selling of services or goods (including tutoring for monetary gain)
- Conducting personal business
- Creating offensive odors and/or stains because of poor hygiene
- Distractions, disturbances, outbursts, disruptions
- Eating, drinking (except for certain scheduled events & designated areas)
- Harassment, cursing, insults, threats, verbal abuse
- Inappropriate use of cell phones.
- Lewd behavior, immoral conduct, sexual molestation, inappropriate sexual remarks to others
- Physical assault, abuse, fighting
- Refusal to obey library policies, procedures
- Running, playing, climbing
- Sleeping, loitering, panhandling
- Smoking or use of tobacco
- Vandalism, defacement, mutilation or abuse of library equipment, furnishings, materials
- Washing, bathing, etc.
- Other functions deemed inappropriate for a public library
- Intimidating or bullying staff or patrons



## Proper and Improper Use of the Library (cont.)

### Restrictions/Conditions

- The Library System will not assume responsibility for unsupervised small children or other youngsters who are unattended for extended periods of time.
- No animals (except seeing-eye dogs or police dogs) may enter the Library unless they are part of a planned library program.
- All patrons are expected to be properly clothed for public facilities; this includes shirt and shoes.
- Patrons are not allowed in staff work areas or other non-public areas unless accompanied by a library employee or through appropriate prior arrangements.
- No wheeled devices (except wheelchairs, stretchers, or strollers) may be brought into the buildings.
- No weapons are allowed on library property, except those carried by security personnel and law enforcement officers.
- Telephone use is limited to emergencies or conducting library business.
- Library reserves the right to refuse service to anyone engaged in improper use of the library.