

# C. C. Mellor Memorial Library

## Patron Behavior Policy

Approved by the Board of Trustees: September 15, 2011

### Purpose

The purpose of this policy is to protect the rights of individuals who are in the library to use materials or services, to assist library staff members in conducting library business efficiently and to preserve library materials and facilities.

### Policy

Library patrons are expected to use the library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of Federal, State, or local laws, ordinances or regulations are prohibited. Behavior that disturbs or infringes on the rights of other library patrons and staff and which damages library materials and property is not permitted. This policy applies to patrons of all ages.

By entering the C. C. Mellor Memorial Library, you are making a commitment to act courteously toward other persons here; act respectfully with regard to property; and follow all rules of this facility. Enjoy the library and allow others the same opportunity.

Please observe the following:

- Keep all valuables and personal property with you at all times. The library is not responsible for lost or stolen items.
- Supervise children at all times. Parents and caregivers are responsible for the safety and behavior of their children while in the library.
- Follow library computer policies. Use headphones at all times when listening to audio.
- Silence cell phones and take calls in designated locations, such as the hallway or outside. Texting is permitted in the library
- Engage in activities associated with the use of a public library. Customers not reading, studying, using library materials or attending events may be required to leave the building.
- Wear appropriate attire for being in a public place. You will be asked to leave the library if you enter barefoot, without a shirt. Hoods must be removed.

In order to provide a safe and comfortable environment for all our library users and staff, the following are NOT PERMITTED in the library:

- Destruction or theft of library materials or property
- Use of alcohol or illegal drugs
- Disorderly, disruptive or boisterous conduct
- Threatening, harassing, uncooperative, or intimidating language or behavior
- Food; uncovered beverages
- Smoking and use of tobacco products and e-cigarettes in the building

- Sleeping
- Weapons
- Bathing or shaving in public restrooms
- Solicitation of any type
- Actions that deliberately annoy others or prevent the legitimate use of the library and its resources.

To provide an orderly and pleasant public environment, any staff of this building is authorized to determine whether a library customer is not abiding by these or other C C Mellor Memorial Library rules and regulations. The library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by library staff to unreasonably interfere with the use of the library by other customers or interfere with the performance of their duties by library employees.

Any customer who violates these rules and regulations may temporarily or permanently be denied the privilege of access to all C. C. Mellor Memorial facilities.