

PATRON RESPONSIBILITIES AND CONDUCT

It is the patron's responsibility to keep their borrowing privileges in good standing. A patron with outstanding material or an overdue fine of \$5.00 or above will have their borrowing privileges suspended. Borrowing privileges will be reinstated after the patron has returned any outstanding material in its original condition, paid for damaged materials, or has brought their overdue fine below \$5.00 and continually pays on the balance.

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of others. Library patrons and staff members are entitled to a safe and non-threatening environment. If a patron creates a public misconduct, that patron may be restricted from the library, be subject to permanent loss of all library privileges, or possible legal prosecution. Patrons who are disrespectful of library property will be subject to the same, and are responsible for any damage sustained to the library or library equipment.

1. Unacceptable behavior is not permitted in the library and includes, but is not limited to:
 - A. Loud, disruptive conversations, including shouting;
 - B. Use of profane and/or abusive language will result in the patron being asked to leave;
 - C. Harassment of others, either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be harassing;
 - D. Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening including but not limited to staring, offensive language, threatening behavior or gestures.
 - E. Use of alcohol and narcotics is not permitted. Patrons under the influence of either alcohol or narcotics will not be allowed on the Library premises;
 - F. Carrying weapons of any kind. This does not apply to law enforcement officers;
 - G. Throwing, running and climbing in the library;
 - H. Indiscriminate pulling of materials from shelves in a manner that disrupts the orderly and proper arrangement of library materials;
 - I. Radios and other sound producing devices may not be used in the library unless they are used with headphones and the sounds are not audible to others;
 - J. Patrons bringing cell phones or paging devices into the library must set them to the silent or vibrating mode.

2. Solicitation, vending and distribution of petitions or surveys are not permitted in the library or on the library grounds without the prior consent of the Library Director or his/her designee.
3. Animals are not allowed inside the library. Animals needed to aid individuals with disabilities are exempted from this rule.
4. Only staff and authorized individuals are allowed in staff areas.
5. Roller blades, skateboards or other athletic equipment shall not be used in the library.
6. Library staff cannot be expected to assume responsibility for the care of unsupervised children. Parents or legal guardians are responsible for the behavior of their children.
7. The library staff and this policy recognize that the children's area of the library may be louder and have more commotion than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the library.
8. There shall be no loitering on the library grounds.
9. All patrons must leave the premises after closing, unless they are participating in a prescheduled program or meeting.
10. Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest and prosecution.
11. Food and drink spillage can damage valuable resources. Since care needs to be exercised, we ask that you refrain from having food and drink around any computer or electronic equipment. The patron is responsible for any damage done by their food and drink.
12. Smoking is prohibited in the library.
13. Shirts and shoes are required for health reasons and must be worn at all times in the library and on library property.
14. Face coverings are required for health reasons as listed in the Executive Order and until the Executive Order expires unless a medical reason prevents them from doing so. Children under the age of 5 are exempt from this.

ADMINISTRATIVE RECORDS

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. Copies of the records are available to the public at the library's current photocopying charge. Members of the public requesting library administrative records are required to sign and date the Request for Administrative Records form.

Board of Trustees Approved June 8, 2020.