

## **Rules of Conduct**

**Myers Memorial Library** has established rules of conduct to protect the rights and safety of all Library visitors and staff and to preserve the Library's materials, equipment, facilities, and grounds. Staff will enforce these rules in a fair and reasonable manner in order to make the Library a clean, safe, comfortable place for everyone.

### **Cell phones, portable devices**

Turn cell phones and other communication devices off or set them to vibrate. Use headphones with portable devices, and set the volume so others cannot hear the sound.

### **Check Out/Inspection**

Check out all library materials before leaving the building. The Library reserves the right to inspect any bags or backpacks.

### **Closing Time**

Closing procedures will begin approximately 10 minutes prior to closing. Patrons are to checkout items at this time and sign off their computers. Patrons are expected to vacate the premises at closing time.

### **Courtesy**

Treat staff and other patrons with courtesy and dignity. Refrain from behavior that could be construed as distracting, offensive, abusive, harassing, stalking, obscene or sexually explicit. Converse in designated talking areas and speak quietly. Treat library materials and equipment with respect.

### **Dress**

Clothing should be non-offensive to other patrons. Entering the Library without wearing shoes, and clothing covering both the lower and upper parts of the body, for example, shirt, pants, skirts, dresses, shorts, etc. is prohibited

### **Drinks and food**

Beverages and food are not permitted at the computers and on public library shelving. They are allowed in other areas of library. Food packaging and cups are to be disposed of the patrons.

### **Hygiene**

Practice personal hygiene and use perfumes or colognes so they do not interfere with other people's ability to use and enjoy library facilities.

### **Laws**

Obey all laws including those regarding firearms, weapons, alcohol, and drugs.

### **Littering**

Dispose of trash in receptacles conveniently located around the library.

### **Filming**

Filming, photographing, interviewing or otherwise recording patrons or staff within the Library is prohibited, except with the Library Director's express prior written approval and with the approval of the individual(s) being filmed, photographed, interviewed or otherwise recorded.

### **Smoking**

Smoking, vaping, spitting or otherwise using, consuming, distributing, displaying, or being under the influence of tobacco, alcohol or any illegal substance(s) is prohibited

**Personal Belongings**

Be responsible for personal belongings, including materials that have been checked out of the Library. Check for lost items at the Circulation Desk.

**Refrain from:**

- \* Bringing any animals into the library unless they are service animals or part of an approved library program.
- \* Eating except at events sponsored or approved by the library.
- \* Loitering and blocking areas such as the entrance, stairs, elevator, and restrooms.
- \* Sleeping
- \* Soliciting or petitioning

**Staff Areas**

Remain in public areas, not behind service desks or in the other staff work zones.

**Theft/Damage to Property**

Intentional damage and/or defacement of materials, furnishings, equipment or premises, or attempts at theft may be prosecuted. Patrons will be charged the cost of damaged items.

**Unattended Children**

Parents or care-givers must supervise their children in the library and take responsibility for their behavior. Leaving young children or other children who are in need of supervision, or adults who require special care, unattended, even when caregivers are in other areas of the building is not allowed. See the Unattended Children Policy.

**Wheeled Vehicles**

Wheelchairs, walkers, and strollers may be used inside the library.

**Failure to comply with these policies could result in removal from the library, expulsion, arrest or prosecution. Violators may also have library privileges, including use of library computers and other equipment, restricted or terminated. The library director will consider written appeals from users who have been expelled more than a week.**