

LIBRARY FACILITIES POLICY

The purpose of the policy is to establish guidelines for public use of the William T. Cozby Public Library. Libraries have a responsibility to citizens and citizens have responsibilities to the library and each other. It is the City's policy that library patrons demonstrate respect for public property and the rights of other citizens by following these guidelines:

GENERAL GUIDELINES

- Citizens are expected to obey all city, state and federal laws and ordinances. Anyone observed violating these laws is reported to the proper authorities.
- Citizens must respect public property. Climbing on furniture (unless the equipment is specifically designed for that purpose, i.e. a step stool) or abusing the library facilities is not permitted.
- Items on the hold shelf may be removed from the hold shelf only by the person for whom the items are on hold.
- Animals, unless assisting a person with a disability, are not permitted in the library.
- Food is not permitted in the main library area. Drinks are permitted in secure containers as determined by staff.
- Tobacco and alcohol are not permitted in the entire building.
- Shoes, sandals or other appropriate footwear must be worn in the library.

DISRUPTIVE BEHAVIOR

Disruptive behavior consists of actions that infringe upon the rights of others using the library and/or disturbs the tranquility of the library and the citizens. Such behavior includes, but is not limited to:

Loud Voices
Screaming
Running
Jumping
Climbing
Loud Crying
Making Noises
Harassment

Citizens exhibiting any of these behaviors will be asked to stop on the first instance then asked to leave upon recurrence.

CHILDREN IN THE LIBRARY

The William T. Cozby Public Library welcomes children to use its facilities and services. Responsibility for children using the library, however, properly rests with the parent/guardian or assigned caretaker, not with library staff.

Children under age ten (10) must be accompanied in the library by a parent or responsible adult. Children attending a library program may be supervised by library staff during the program. Caretakers of pre-school age children must remain in the library while the program is taking place, and be ready to meet their children at the program's end.

Disruptive children will be asked to be quiet. If the disruption continues, the caretaker will be asked to quiet the child/children. A parent or caretaker who refuses or does not bring the behavior under control will be asked to leave with the child/children.

Police will be notified in the event that a child remains at the library after closing.