

2.5 Guidelines for use of the Library

To ensure that the Library “provides a welcoming, inviting public space for users of all ages, backgrounds, and abilities,” patrons need to be aware of certain guidelines for use of the Library, its materials and equipment. Foremost must be the safety of all users as well as respect and consideration for others and for Library property. Patrons and staff should be treated respectfully and not be discriminated against on the basis of age, race, sex, gender identity, nationality, educational background, physical limitations, or any other criteria which may be a source of discrimination. In addition, we ask our patrons to observe the following rules:

- Consumption of food and beverages is allowed in the Library in a responsible and considerate manner, minimizing the risk of disturbing other patrons or damage to Library collections, computers, and furnishings, according to the following guidelines:
 - Drinks are allowed throughout the building, and must be in covered containers.
 - Spills must be immediately reported to staff.
 - Food is allowed in the Main Library in the meeting/study rooms, outdoor seating areas, and the children’s room snack table. At the MacKay Branch, food should be enjoyed and disposed of before entering the building.
 - Food is not allowed while using Library laptops, computers, or other Library equipment.
 - Food cannot be messy, noisy, or give off strong odors that may disturb others.
 - All waste should be disposed of in appropriate trash or recycling containers.
- The use of tobacco products and alcoholic beverages are not allowed.
- Loud talking, noise that disturbs others, or disruptive behavior will not be permitted.
- Mobile devices such as cellular phones and hand-held computers should be set to “silent” mode. Use of a mobile device in the library should be brief and quiet. Patrons using a mobile device to play games, watch videos with sound, or listen to music must use headphones. Out of respect to other library patrons, prolonged conversations should be moved to a less public area, such as the foyer, the courtyard or the parking lot.
- Soliciting is not permitted inside the library buildings or on library property. This applies to both for-profit businesses and non-profit organizations.
- Parents are responsible for the behavior and supervision of their children.
- Animals, except certified service animals, are not allowed.
- Library resources may not be used in a manner which may violate federal, state, or local laws.
- Ticket and Merchandise Sales. As a rule, the library will not distribute or sell tickets for another organization. Exceptions to this rule include:

- If the library is co-sponsoring the event
- If the library shares a portion of the proceeds
- If the library is a cultural partner and the tickets are free – the library may help with distribution

The sale of merchandise is prohibited at non-library events unless the group has received prior approval from the director or the board of library trustees. Merchandise such as books, CDs, posters, t-shirts may be sold at events that are sponsored or co-sponsored by the library or the Friends of the Library.

Library guidelines must be observed and respected. If they are not followed, patrons may be asked to leave library property, including the grounds.

Approved, Library Board of Trustees, June 2020