

LIBRARY FACILITIES GUIDELINES

The purpose of this document is to establish guidelines for public use of the Cozby Library and Community Commons. The library has a responsibility to its citizens and citizens have responsibilities to the library and each other. We ask your cooperation in maintaining a safe environment conducive to study, programming, and enjoyable use of the library:

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 and use the facility for its intended purpose.
- Service animals or those part of a Library-sponsored event are permitted.
- Drinks are permitted in secure containers as determined by staff. Food is permitted in designated areas.
- The following are not permitted on library property: tobacco, electronic smoking devices, and alcohol.
- Use of candles, incense or any other open flames, paint, permanent markers, glitter, liquid glue, glue guns, paste or adhesive of any kind is also not allowed in the library.
- Appropriate clothing and footwear must be worn in the library at all times.

DISRUPTIVE BEHAVIOR

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

Physical or verbal abuse
Harassment
Loud, inappropriate, or disruptive behavior
Running, jumping or climbing
Offensive odors, including bodily odors or strong fragrances
Soliciting

Failure to abide by these guidelines or the library staff's instruction may result in revocation of library privileges, expulsion from the library, criminal trespass warning, or criminal prosecution.

CHILDREN IN THE LIBRARY

The Cozby Library and Community Commons 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 children under age ten (10) 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 may be notified in the event that a child under age ten (10) remains at the library after closing.