

## Library Use Policy

The Library and its staff are expected to provide:

- Space for users that is clean, quiet, and well lit.
- Tools for users to find information quickly and efficiently.
- Courteous and respectful service.
- Access to library collections and collections by other institutions.

Patrons are expected to

- Refrain from disruptive behavior including, but not limited to:
  - Assault or intimidation of staff or patrons through language or actions
  - Any behavior that creates excessive noise or distraction
  - Refusing to leave at closing time
  - Entering areas of the library that are for staff only
  - Engaging in sexual harassment or overt sexual behavior
  - Being under the influence of alcohol or substances and selling, using, or possessing of substances
- Refrain from marking, ripping, or cutting materials
- Use drinks that are in spill-proof containers and refrain from eating food
- Treat library staff and patrons with courtesy and respect
- Refrain from taking materials from the library without checking them out

Anyone engaging in disruptive behavior may be banned temporarily or permanently from the library at the discretion of the staff. Refusal to leave or especially egregious behavior will result in action by the Hazel Green Police Department.

**Library Use Policy**  
*Children in the Library*

The Hazel Green Public Library realizes the special role libraries play in the intellectual development of children and strongly desires to accommodate their information needs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children.

Unattended children are children of any age who are apparently unaccompanied by a parent or caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision. The Library is not responsible if children leave Library property unattended.

**A Library is a public place like a park or a mall. If you are not comfortable with leaving your children in a public space, consider accompanying them to the Library.**

Parents, guardians, and caregivers are responsible for the safety, behavior, and supervision of children at all times in the Library and on library property. Children are expected to respect library property and adhere to the above rules.

Library staff will ask the child to leave and/or attempt to contact a parent, guardian, or caregiver in the following cases:

- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business
- An unattended child is involved in a situation that is potentially harmful to the health and safety of the child and/or others
- An unattended child is left alone at the Library at closing time
  - If a parent, guardian, or caregiver is unavailable after fifteen minutes, the child will be cared for by the Hazel Green Police Department

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 29<sup>th</sup> day of May, 2014.