

## Policies for Acceptable Use of the Coudersport Public Library

- Patron identification, such as name, address and phone number may be requested.
- Each patron is responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines may result in the suspension of library privileges.
- All children are subject to the Rules Governing the Use of the Library. With the safety of minors in mind, parents are required to remain with their pre-school children at all times, children age ten (10) and under must be accompanied by a parent, legal guardian, or someone over the age of eighteen (18) who acknowledges responsibility for and supervises the child during their entire stay in the library. Children age 11 and up may use the library unsupervised, however, the library is not a good substitute for supervised day-care or after-school activities. Parents should be aware that children who violate the rules of the library may be asked to leave the premises whether they are accompanied by an adult or not.
- The library telephone is to be used for library business only. Phone calls that are deemed to be an emergency will be made by staff.
- Polite cell phone use is allowed in the library. Turn phones to "silent" mode and speak in a manner that will not disturb others.
- Abusive behavior, whether physical or verbal, will not be tolerated by staff or patrons. Abusive patrons will be required to leave the library and the police will be called if these patrons refuse to leave.
- Loud, boisterous, and disruptive behavior will not be permitted. Disruptive patrons will be given an initial warning and will then be required to leave if this behavior persists.
- Destruction or defacing of library property and/or property of patrons will be dealt with on an individual basis. Parents / guardians of minors under age 16 found to be damaging library or personal property may be contacted. The police may be contacted if damage occurs and violators may be prosecuted to the fullest extent of the law.
- Smoking is not permitted in the library or on the library grounds.
- Patron usage of library restrooms is limited to conventional purposes.
- Theft of library materials and equipment or private property of staff or patrons will be handled as a legal issue with the police being notified immediately after discovery.
- No weapons of any kind are allowed in the library.
  
- With the safety of minors in mind, parents are required to remain with their pre-school children at all times.
- Patrons can not be under the influence of alcohol or drugs in the library building or on library grounds.
- No blocking entrances, exits or library aisles so that access to library materials and services is prevented.
- No entering employee workspaces or office areas without authorization.
- No loitering in the library building or on library grounds.
- No soliciting of any kind in the library building or on library grounds.
- No displaying print or non-print materials of an offensive nature to others.

- With the exception of special programs, no singing, talking loudly or playing audio equipment so that others can hear it or behaving in a manner that can reasonably be expected to disturb others.
- No presenting offensive and/or pervasive odors which are disturbing to others.
- No pets or animals other than service animals are allowed in the library.
- No entering the building without a shirt and shoes.
- No using rollerblades, roller-skates, skateboards or other sports equipment in the library building or on library grounds.

The following behavior is not allowed and will result in criminal charges.

- Engaging in any illegal activity while in the library building.
- Loud, abusive, aggressive, threatening, violent or obscene language and/or behavior
- Destroying or damaging library books, library materials, furniture or other property
- Using or distributing drugs
- Theft of library materials or circumventing or attempting to circumvent the library security system
- Tampering with, altering, editing or damaging computer hardware and/or software