

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 that certain guidelines for use of the Library, its materials and equipment will be enforced. Our top priorities are 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:

1. Food and drink: We encourage patrons to eat or drink outside, using the library grounds including the Greenway and Courtyard. Inside library buildings, patrons should handle any food or drink in a responsible and considerate manner, minimizing the risk of disturbing other patrons or damage to Library collections, computers, and furnishings.

The following rules help us create a positive and hygienic experience for everyone:

- a. Drinks must be kept in covered containers
- b. "Snacks" suggests small, portable food items that are self-contained and non-messy
- c. Snacks are allowed in the Main Library in designated areas which are clearly marked, as well as the children's room snack table
- d. Snacks may be allowed in the McCarthy Room and the Conference Room during select events and activities consistent with the Meeting Room Policy
- e. Snacks and drinks are not allowed while using Library laptops, computers, or other Library equipment
- f. No meals or hot food should be brought into the library
- g. No food should be ordered for delivery to library patrons
- h. Spills must be immediately reported to staff
- i. All waste should be disposed of in appropriate trash or recycling containers
- j. Liquids and ice from beverages should be disposed of in drains, either at a water fountain or in a bathroom sink, before disposing of containers
- k. At the MacKay Branch, food should be enjoyed and disposed of before entering the building

Exceptions may be made at the discretion of Library Administration for library events and other appropriate circumstances.

2. The use of tobacco products, vaping devices, and alcoholic beverages is not allowed.
3. Loud talking, noise that disturbs others, or disruptive behavior will not be permitted.
 - a. Guidelines for conversation volume levels appropriate in various areas of the library are posted in each area
 - b. All mobile devices including cellular/smart phones, tablets, game consoles, and laptops should be set to "silent" mode. Patrons using a mobile device to listen to anything with sound must use headphones

- c. Out of respect to other library patrons, prolonged conversations (including video calls or meetings and mobile phone calls) should be moved to a less public area, such as a quiet study room, the foyer, the courtyard, or the library grounds
- 4. Soliciting is not permitted inside the library buildings or on library property. This applies to both for-profit businesses and non-profit organizations.
- 5. Parents are responsible for the behavior and supervision of their children. See also [2.6-1 Unattended and Disruptive Children Policy](#).
- 6. No animals except service animals are allowed.
- 7. Library resources may not be used in a manner which may violate federal, state, or local laws.
- 8. Ticket Sales. As a rule, the library will not distribute or sell tickets for another organization. Exceptions to this rule include:
 - a. If the library is co-sponsoring the event
 - b. If the library shares a portion of the proceeds
 - c. If the library is a cultural partner and the tickets are free – the library may help with distribution
- 9. Merchandise Sales: 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 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

Revised and re-adopted, Board of Library Trustees, October 2026