

LIBRARY GUIDELINES

1. If you need help finding anything, please ask a staff member.
2. If you have any suggestions to improve the Library's service, please let us know.
3. Please feel free to speak quietly in the Library with respect for other persons; this includes use of cell phones.
4. In order to maintain a safe and friendly environment, we will ask destructive, abusive, or disruptive people to leave the Library property. Running, dangerous activities, and fighting are prohibited inside the Library and on Library grounds.
5. Alcohol and illegal drugs are not allowed on Library property. The use of tobacco and vaping products is not allowed in the Library.
6. The Library is not responsible for lost or stolen property.
7. Shirts and shoes must be worn inside the library.
8. Animals are not permitted inside the library with the exception of documented service animals.
9. No loitering (remaining on the property for no apparent purpose) or panhandling allowed on the library property.
10. Solicitations are not allowed on library property unless approved by the Director or Library Board.
11. Help us keep the Library property neat and clean by disposing of all trash in trash cans.
12. Library staff is not responsible for the safety of children left unattended on the Library property.
13. Local telephone calls may be made on the Library telephone at the discretion of the Library staff. No long distance phone calls are allowed.
14. Paging on the intercom may be done by staff at their discretion.
15. Library staff members are prohibited by law from divulging to members of the public any personal information, reference questions, or transactions with the Library by a Library patron (including a family member). (WV Code 10-1-22)
16. Injury to or theft of Library property is punishable by fine and/or imprisonment (WV Code 10-1-10). Also willful retention of Library property (not returning Library materials) is a misdemeanor and may be punishable by a fine of not more than \$200 (WV Code 10-1-11).
17. Every Library staff member is responsible for enforcing these rules. One verbal warning will be issued prior to dismissal from the Library property, unless the activity is of an illegal nature whereby the police will be contacted immediately. A longer period of a week, month or permanent expulsion may be used upon repeat warnings and/or severity of offense.

If the disruptive person is a minor, they may be asked to telephone the parent or guardian to come to the Library and take them home. The Police will be contacted if a guardian or parent is unavailable.

If a disruptive person refuses to obey these rules, becomes hostile, vulgar, violent, or refuses to leave the Library when dismissed, Library staff will contact the police to have the disruptive person removed from the property.

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DISRUPTIVE CONDUCT POLICY

For violations of library rules that hinder others from enjoying the library, library staff may take the following actions, as appropriate to the situation.

- **First incident** – Patron receives a warning about his or her behavior and is informed that he or she will have to leave the library **property** for a day if the behavior continues.
- **Second incident** – If the patron fails to comply with staff requests, the patron will be asked to leave the library for the rest of the day.
- **Third incident** – A repeated instance of disruptive behavior will result in a one-week suspension from library **property**.
- **Fourth incident** – If a person who has received a one-week suspension continues to exhibit disruptive conduct, he or she will be prevented from entering library **property** for one month. Serious violations might result in immediate suspension from library **property** and/or calls to the police to provide assistance.
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In the event that about the above behavior is arising from a group or staff is unable to identify the individual being disruptive, staff may enforce this rule for the entire group.