

## **EPL LIBRARY USE POLICY**

The Effingham Public Library is committed to offering community residents of all ages access to information sources, a community gathering center, opportunities for learning and growth, as well as popular materials to meet educational, cultural and recreational needs. Service will not be denied to anyone on the basis of religious beliefs, race, social, economical or political status, disability, age, or sexual orientation. To help us provide a welcoming environment for these offerings, please adhere to the following guidelines while in the library:

-Speak quietly to those around you. Be conscious of the noise level of your conversations in order to respect others using the library. Portable audio devices or other communication or entertainment devices are permitted as long as headphones or earbuds are used and the volume level does not disturb others. Please refrain from using profanity. Remember voices carry.

-Help keep our facility clean. Food and beverages (non-alcoholic) may be used in the meeting room. Please enjoy your food and beverages outside or leave them at the front desk for safe keeping while you are using the library services. There is a water cooler in the meeting room for your use. Also, please leave your trash in the provided receptacles.

-Be safe. Please be conscious of safe activities in the library and on its grounds. Running, shoving, fighting and throwing are not safe and are prohibited. The library is not responsible for inappropriate use of skateboards, bikes, scooters and rollerblades on library grounds as accidents may occur. During emergency situations, patrons must follow the guidelines laid out by the Library Director and Board of Trustees. (See guidelines for library use during the covid-19 pandemic.) Your safety and enjoyment of the library facility are our concern.

-Dress properly. Shirts and shoes/sandals must be worn at all times. No swimsuits or cleats please.

-Keep children safe. Children of all ages are welcome to the library however responsibility rests with the parent/guardian or assigned chaperone and not with the library personnel. Children under the age of ten must be accompanied by an adult. Children over the age of ten, visiting the library unaccompanied, must know how to contact their parent, legal guardian, or a responsible caregiver should the need arise. Any damage to library property caused by children will fall on the responsibility of the parent/ legal guardian.

-Leave your pets at home. Animals needed to assist the disabled are permitted. Also, animals used for special programs are allowed with proper handling and safety precautions.

-Breathe fresh air. The Effingham Public Library is a smoke free environment (including vaping).

-Respect library property. Mutilating, damaging, defacing or stealing library property is prohibited by law. Children's toys and furniture are reserved for children and feet should remain on the floor, not on chairs or tables. Staff may inspect oversized bags and other articles that could be used to conceal library property.

-Respect others. The library reserves the right to ask any individual whose conduct is considered inappropriate or whose behavior, either consciously or unconsciously, violates or restricts the rights of others to use the library must leave the premises. Bringing a weapon into the library unless authorized by law is prohibited. (A person authorized to carry a weapon must notify library staff that he/she is carrying a weapon in the library.)

-Please advise by this policy. Anyone failing to modify their behavior when asked to do so will be instructed to leave the building. The library director and/or Trustee has the right to ban anyone from the library who disregards this policy. Illegal activities will be reported to local authorities.

**Amended by the Board of Trustees 10/29/21**