

## Policies for Acceptable Use of the Coudersport Public Library

1. Each patron is responsible for any fines, fees or other charges due in accordance with the library's standard schedule. Failure to pay these fines may result in suspension of library privileges
2. You must be 10 years or older to use an adult computer by yourself. If supervised with adult, a younger child can use the computer. There are no exceptions.
3. Computer use is limited to 60 minutes per session.
4. Each user may use the computer only 2 times per day. Even if you do not use the full 60 minutes of your session, it is counted as 1 use.
5. Shirts and shoes are required for all who enter the Library.
6. Library telephones are for business use only. No personal phone calls will be allowed. Phone calls that are deemed to be an emergency will be made by staff.
7. Cell phone use is discouraged in the Library, however, polite cell phone use may be allowed, at the discretion of the staff and contingent upon conditions at time of use. Turn phones to 'silent' mode and speak in a manner that will not disrupt others. Calls determined by staff to be disruptive to others must be taken outside.
8. No running is allowed in the library.
9. Only two people will be allowed to use a computer together at a time. We do not have the space to have larger groups of people at a computer
10. Only adults over the age of 18 will be allowed to check out movies. An adult whose history has been established and whose account is in good standing can check out 2 movies per day to their own card. Individuals may not use the card of anyone else to check out a movie. There are no exceptions to this rule.
11. Children under the age of 6 must be accompanied by an adult while in the library.
12. 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.
13. No abuse of library staff or volunteers will be tolerated; this includes physical, verbal and emotional abuse. If an individual abuses a library staff member or library volunteer, the individual will be required to leave the library facility and grounds. If the individual refuses to leave the library, the authorities will be called to deal with the situation.
14. No abuse of other patrons will be tolerated; this includes physical, verbal and emotional abuse. If an individual abuses another patron, the individual will be required to leave the library facility and grounds. If the individual refuses to leave the library, the authorities will be called to deal with the situation.
15. Loud, boisterous and disruptive behavior will not be permitted. Disruptive patrons will be asked to cease this behavior and will be asked to leave if this behavior persists.
16. Profanity and violence are not permitted on library grounds. Individuals perpetrating these activities will be required to leave the library grounds. If the individual refuses to leave the library, the authorities will be called to deal with the situation.
17. Destruction or defacing of library property and/or property of patrons and staff 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.

18. Smoking and consumption of alcoholic beverages are not allowed in the library or on the library grounds.
19. Patrons may not consume food in the Library. Beverages may be permitted outside the computer area, at the discretion of staff.
20. Patron usage of library restrooms is limited to conventional purposes.
21. 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.
22. No weapons of any kind are allowed in the library.
23. Patrons cannot be under the influence of alcohol or drugs in the library building or on library grounds. Authorities will be contacted.
24. Blocking entrances, exits, or library aisles is now allowed.
25. Patrons are not permitted to enter employee work spaces, kitchens or office areas without authorization.
26. Loitering in the library building or on the library grounds is not permitted.
27. Soliciting of any kind is not permitted in the library building or on library grounds.
28. The display of print or non-print materials offensive to others is not allowed. This includes offensive internet websites and images online.
29. With the exception of special programs, no singing, talking loudly, or playing audio equipment so that others can hear it is allowed. Behavior in a manner that can reasonably be expected to disturb others is also not permitted.
30. No pets or animals other than service animals are allowed in the library.
31. No using rollerblades, roller-skates, skateboards, or other sports equipment in the library building or on library grounds.
32. The Library Board retains the right to deny the request of any individual or group whose use of Library space may in any way impede the community's access to the services and collections of the Library.

The following behavior will result in criminal charges and loss of library privileges:

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