

Appropriate Library Use Policy: Policies & Procedures



Kyle Public Library Appropriate Library Use Policy Policies & Procedures

The Kyle Public Library strives to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library's materials, facilities and property. The Kyle Public Library supports the rights of all individuals to:

- Use the library without discrimination
- Receive friendly, courteous and respectful service
- Have free and equal access to information
- Have a clean, comfortable and pleasant environment
- Use the library undisturbed without threat of harm, invasion of property, or interference

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies may result in removal from the premises and expulsion from the library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment. Expulsion for more than one week may be appealed in writing to the Director of the Kyle Public Library and/or the Library Board.

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following actions are examples of conduct not allowed on library property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Disruptive or harassing conduct, abusive, insulting, or threatening language, actions or gestures toward other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.

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- **Soliciting or conducting surveys not authorized by the library.**
- **Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.**
- **Removing or attempting to remove library materials not properly checked out. The library reserves the right to search purses, briefcases, backpacks, bags, etc. which cause the security alarm to sound.**
- **Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours.**
- **Fighting or challenging to fight, running, pushing, shoving, or throwing things.**
- **Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.**
- **Gambling and group activities which are disruptive to the library environment.**
- **Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.**
- **Using restrooms for bathing or shampooing, doing laundry, or changing clothes.**
- **Littering.**
- **Smoking, chewing, and other tobacco use in library facilities.**
- **Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.**
- **Consuming food or beverages in public areas of the library, including restrooms (except for water in closed containers as permitted by authorized library employees, baby bottles, nursing and locations where use is authorized in specific areas of the library).**
- **Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the library by other users.**
- **Using wheeled devices in library property or on library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers).**
- **Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the library, and by blocking aisles, exits, or entrances by sitting or lying down in them.**
- **Neglecting to provide proper supervision of children.**
- **Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Director of Kyle Public Library.**

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