

COATESVILLE - CLAY TOWNSHIP PUBLIC LIBRARY USE POLICY

The Coatesville - Clay Township Public Library has a responsibility to the taxpayers of Clay Township to provide a safe comfortable place for studying, meeting, and reading. To this end, these rules of conduct have been adopted to protect the safety and rights of users and staff, as well as to safeguard library property.

Library staff will enforce this policy. Failure to comply with all rules and staff directives may result in removal from the premises, expulsion for a specified period of time, restriction on certain activities within the library, and/or arrest, prosecution and termination of all library privileges.

The Library and staff are expected to provide:

- Courteous and respectful service.
- Access to the collection and library services.
- A clean, safe, quiet, and well-lit place.
- An opportunity for users to appeal all decisions to the Library Board of Trustees.

Library patrons and users are expected to:

- Notify staff if any objectionable situation or behavior is observed.
- Refrain from any action or behavior that is illegal.
- Treat staff and other patrons with courtesy and respect. Bullying, pushing, shoving, fighting, threatening, noisy behavior, swearing, and inappropriate touching will not be permitted.
- Treat the library and library materials with care and respect.
- Refrain from bringing in pets, other than service animals.
- Refrain from bringing in food and drink.
- Refrain from using tobacco in any form on library property.
- Refrain from using rollerblades, inline skates, skateboards and heelys on library grounds.
- Refrain from conducting business inside the library.
- Refrain from using the handicap adaptive devices unless physically unable to open the doors. Repeated slapping/pushing of the automatic door button actuators is not appropriate.
- Wear inoffensive, appropriate clothing. Shirts and shoes must be worn at all times.
- Refrain from entering the library while under the influence of alcohol or drugs.
- Use the children's area only if accompanied by a child or while gathering books for a child. Children, ages 8 and younger, must be accompanied by an adult at all times, except during a library sanctioned program. (see: Attachment #1)
- Refrain from the disruptive use of cell phones. Phones should be set to vibrate and calls should be taken in the lobby.
- Adhere to the Internet and Printer Use Policies. (see: Attachment #2)
- Refrain from entering with offensive body odor and/or lack of personal hygiene.
- Keep their personal property in their possession at all times.
- Use the restrooms appropriately.
- Refrain from lying down or sleeping.
- Abide by the Meeting Room Policy when using that facility. (see: Attachment #3)

To safeguard patrons, and to guard against theft, all bags, purses, backpacks and briefcases are subject to inspection by library staff upon entering or exiting the library.

Adopted May 12, 2009

Attachment #1

SAFE CHILD POLICY

All children, ages 8 and under, are to be accompanied by a responsible caregiver, 16 years or older, at all times. Unescorted small children may not be left alone in any area of the library.
- Adopted November, 2007

Attachment #2

COATESVILLE - CLAY TOWNSHIP PUBLIC LIBRARY COMPUTER USE POLICY

Coatesville Public Library provides access to a wide range of services through the use of our public access computer(s). Internet, office applications, and reference software are provided at no charge to our users.

In order to provide fair and equitable access to computer-based resources, the library has developed procedures that apply to the use of library computer equipment.

GENERAL COMPUTER USE:

1. It is the responsibility of the staff to boot up and shut down the computer(s).
2. Users must sign in at the Computer Log Book located at the circulation desk, providing their NAME, DATE & TIME, and PROGRAMS USED. Library computer use is subject to monitoring.
3. Computer time will be available in 1/2-hour blocks if others are waiting. A patron may use the computer beyond the 1/2-hour limit if no one else requests it.
4. No data will be stored on the hard drive. Patrons must provide their own disks for storage.
5. A printer is available, with staff approval. **THE PRINTER IS LOCATED AT THE CIRCULATION DESK. ALL PRINTER COPIES ARE 10 CENTS EACH.** Large, frivolous, or unusual print jobs may be denied or limited.
6. Verification of age is required for all users who appear to be age 16 or younger. Parent/guardian permission slips must be on file for anyone under age 16.
7. Use of the computer (with or without accessing the Internet) for commercial enterprise, such as running an online business, creating web sites for business, is not appropriate.
8. The library is not responsible for damage or loss of removable storage devices or their contents.

INTERNET USE:

1. Proper *netiquette* will be practiced at all times. Use of the library computer for purposes that violate international, U. S., state, or local law is prohibited. Pornographic or sites offensive to others in a public and open library environment may not be accessed. **Any questions regarding appropriateness of a site should be directed to the Librarian. Ask before you "go there."**
2. The Librarian may set limits on the size of large files of still or moving images or sound, or downloading of files. The Internet is a series of online linkages of a huge array of information. Users are advised to use caution in evaluating information from the Internet. It is the responsibility of the user to determine the accuracy, usefulness, and reliability of Internet resources.
3. The Internet is not a secure medium. The library is not responsible for any damages resulting from users placing private information on the Internet, such as credit card information, addresses, or other data of a personal nature.

The Library Director reserves the right to take appropriate action without prior notice or hearing to ensure compliance with this policy. Any suspension or prohibition of privileges imposed by the Director may be appealed to the Library Board of Trustees. The Board will be the sole and final arbiter of what constitutes abusive conduct or violations of this policy.

Any illegal activity involving the use of the library's computer, including the Internet, will be subject to prosecution by the appropriate authorities.

REMINDER: PRINTER COPIES ARE NOT FREE! EACH PAGE COSTS 10 CENTS. YOU MUST CHECK AT THE CIRCULATION DESK BEFORE PRINTING.

-Revised March 2017

Attachment #3

COATESVILLE - CLAY TOWNSHIP PUBLIC LIBRARY MEETING ROOM POLICY

1. The library meeting room is primarily to be used for library functions. Occasionally, if the Coatesville Community Building is not available, it may be used by groups and organizations of a civic, cultural, or educational nature, whose membership is composed primarily of residents of Clay Township. An adult resident of Clay Township must assume responsibility for use of the room, and the responsible person must be present at all times during the room's use.
2. Meetings must not interfere with library activities.
3. The room will not be available during holidays when the library is closed.
4. Groups using the meeting room may not charge admission fees, have collections for the purpose of making sales, or offer sales presentations.
5. Users must sign the Rental Agreement Form. A user fee of \$100 per session/day will be charged for use of the facility. Of this amount, \$75 is for use of the room and \$25 is a key fee/deposit refundable upon a satisfactory inspection of the premises. The key must be returned in person by the prearranged time in order to be eligible for the full refund. Keys may NOT be left in the drop box.
6. No tables, chairs, or library property of any kind may be removed from the meeting room. Six tables and 69 chairs are available in the storage room.
7. Open flames of any kind - whether from lighters, candles, or chafing dishes - are not permitted anywhere in the library.
8. Reservations may be made through the Librarian. Any unusual requests are subject to the review and approval of the Library Director. Final authority will rest with the Library Board of Trustees. Permission to use the library meeting room does not in any way signify library endorsement of the group using the facilities.
9. Each group is responsible for setting up and returning the meeting room, restrooms, canopy area, and foyer area to their original condition. The meeting room cannot be used after 9:30 p.m. The room must be clean, the doors must be locked, and all attendees must vacate the premises by that time. Any exception requires prior approval by the Library Director.

10. Groups, or their representative, must assume responsibility for any damage, destruction, or defacement of library property which may occur as a result of their occupancy. Failure to abide by the above rules will result not only in charges for any damages, but may also result in loss of future privileges for the group or persons responsible. Determination of responsibility will be decided by the Library Board of Trustees.
11. The use of tobacco and alcoholic beverages in any form is prohibited anywhere on library property.

Effective November 9, 2010