

OXFORD LIBRARY COMPANY

LIBRARY BEHAVIOR POLICY

The Oxford Library Company welcomes and encourages the use of its facilities and resources by the public. Library customers are encouraged to assist staff in maintaining a safe environment with equal access to all.

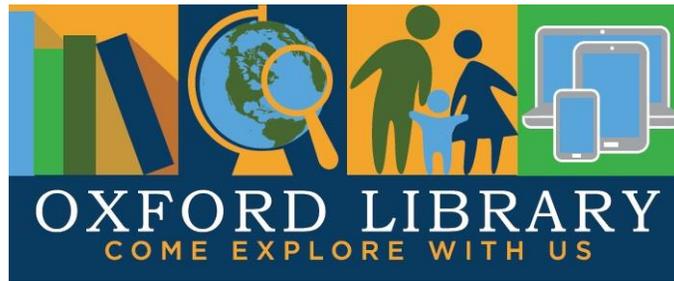
Guidelines for Public Behavior

The following Guidelines are for guidance only and are not intended to be an exclusive list of inappropriate or prohibited behavior.

- a. Types of inappropriate behavior may be (but are not limited to):
 - i. running or excessive movement;
 - ii. throwing items;
 - iii. loud, offensive or abusive language;
 - iv. disruptive and/or persistent noise;
 - v. excessive socializing;
 - vi. verbally or physically threatening or harassing behavior;
 - vii. moving furniture;
 - viii. abusing or defacing library materials (including library owned hardware and software).
 - viv. Abusing or defacing library property

While on Library premises, children under the age of eleven (11) must be under the direct supervision and control of a parent, guardian or responsible caregiver at all times. For the purposes of this policy, the parent, guardian or responsible caregiver must be at least sixteen (16) years of age.

Customers shall not interfere with the use of the library by other customers or interfere with library employees' performance of their duties. Such interference can include noisy, rowdy, boisterous, and disruptive behavior.



Food, beverages, and the use of tobacco products in the library are prohibited. Use of all tobacco products are prohibited on the library grounds.

Responsible usage of cell phones or electronic devices is allowed in the library. Usage of such devices must not disturb other patrons in the library. Use of any disruptive or distracting equipment is prohibited within the library.

Any materials removed from the library must be checked out on a valid library card. This does not pertain to free handouts or book sale items.

Shirts and shoes are required.

Only service animals and animals used for library programs are permitted in the library.

The Oxford Library Company assumes no responsibility for personal belongs of customers while using the library.

Library staff will caution customers when behavior is deemed unacceptable, will attempt to obtain appropriate personal identifying information, and will ask those who fail to comply to leave the Library premises. An Incident Report will be completed by Library staff to document specific violations. Library staff has the discretion to contact the police. Failure to follow this policy may result in a suspension of Library privileges. Failure to provide appropriate personal identifying information may result in suspension of Library privileges until such information is provided. Any customer whose privileges have been suspended may appeal in writing or in person to the Library Board and shall receive the appropriate notice and opportunity to be heard.

Revised and approved 8/25/16 cb