

Policies Related to the Library Facility

Purpose

The purpose of the Rabun County Public Library policy for using the library facility is to ensure a safe, attractive building that is compatible with library programs and services, and to encourage use of the library facility.

Policy

The policies regarding use of the library facility have been established to maximize library resources, limit liabilities to the library and its funding agency, and to serve the greatest number of people.

The public is encouraged to use the Rabun County Public Library facility to:

- A. ask for assistance from library staff.
- B. use the reference service.
- C. expect prompt, efficient, courteous help from library staff.
- D. check out circulating materials.
- E. make appropriate use of loan services.
- F. suggest new materials and services.
- G. read, study, or use library materials.
- H. enjoy a clean, safe, reasonably quiet library atmosphere.

The public and library staff may not:

- A. engage in any illegal activity.
- B. enter without shoes or shirt.
- C. bring in animals except animals that fall under ADA guidelines.
- D. harass library users or staff.
- E. sell, solicit, panhandle, or loiter on library premises.
- F. smoke or vape in the building or within twenty-five (25) feet of any entrance or exit.
- G. enter the library while under the influence of alcohol or drugs.
- H. leave children **under the age of ten (10)** unattended.
- I. talk loudly or make noise that can disturb other library users or library staff.
- J. bathe, shave, or wash clothes in the restrooms.
- K. enter the library if bodily hygiene has been neglected so that others are harmed.
- L. remove library materials without proper check-out.
- M. fail to pay fines, fees, or other charges due in accordance with the library's stated policies.

Electronic Equipment

Electronic equipment such as, but not limited to, personal computers, mobile devices, calculators, earbuds, headphones, etc. are permitted in the library to the extent they do not disrupt the library's atmosphere as a quiet, unobtrusive place for reading and studying.

Cell phones may be used in the library.

A phone call should not be on speaker phone and should not be loud enough to disrupt patrons or with library business.