

## **RULES AND REGULATIONS FOR CONDUCT IN THE QUINCY PUBLIC LIBRARY**

The mission of the Quincy Public Library is to provide its patrons with materials, facilities, and programs to meet lifelong learning, cultural, and recreational needs.

The Board of Trustees of Quincy Public Library has adopted the following policy so that the Library may provide an atmosphere conducive to appropriate use of their services and facilities. Use of the Library is intended to provide our patrons with a safe and secure environment in which to make beneficial use of Library materials, enjoy recreational and educational programs for every age level, and to serve as a meeting place for the community. Any other use is not permitted. The public is required to comply with these Rules and Regulations.

### **The following actions are prohibited on Library property:**

- Selling and/or soliciting for services, money, or items.
- Distributing or posting printed materials/literature that have not been approved by the Library.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs.
- Smoking or other uses of tobacco, except in posted designated areas.
- Eating or drinking in the Illinois Room or around computer equipment.
- Bringing in and consuming meals.
- Sleeping or putting your head, feet, or legs on the furniture.
- Not wearing shoes or shirt, or wearing clothing disruptive for library use.
- Bringing animals into the Library other than assistive animals, or those scheduled for a Library program.
- Any loud, unreasonable, and/or disturbing noises created by persons or electronic devices.
- Any behavior that is disruptive to library use.
- Intentionally damaging, destroying, or stealing any Library property, or a patron's or employee's property.
- Taking Library materials into rest rooms.
- Removing Library materials from the premises without authorization through established lending procedures.
- Gambling in any form.
- Moving tables, chairs, or other furniture without staff permission.
- Leaving a child under ten years of age unattended by a parent or other responsible caregiver (age 14 or older).
- Leaving any child or young adult (up to age 17) in the Library after closing time.
- Misuse of rest rooms. Rest rooms are for library patrons only. No changing of clothes, shaving, or bathing is allowed.

- Bringing in large bags of any type, bedrolls, or luggage.
- Carrying weapons of any type, except by local, state, or federal law enforcement officers within their own jurisdiction (either on or off duty), or on duty law enforcement officers from another jurisdiction, with proper identification.
- Engaging in disorderly conduct of any kind, fighting, or challenging to fight or using obscene/offensive words likely to provoke violence.
- Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance, or regulation.
- Cell phones should be turned off or quieted upon entering the Library. Cell phone use is permitted inside the Library as long as conversations are not loud or obtrusive.

**Failure to comply with the Library's established rules and regulations may result in exclusion from the Library for the day, or permanently, and/or in arrest.**

**Theft of Library materials is a serious offense and will result in permanent exclusion from the Library and arrest.**

**Communication of threats, physical violence, or sexual offenses will result in permanent exclusion.**

**Trespassers will be arrested and prosecuted.**

**The Library is not responsible for personal belongings brought into the Library or left unattended.**

**In case of an emergency, failure to evacuate the building when directed by a staff member or emergency personnel may result in prosecution.**

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Revised April 11, 2006

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Quincy Public Library

Board of Trustees