

SEWARD MEMORIAL LIBRARY  
PATRON RESPONSIBILITY POLICY

**Guidelines for Patron Behavior**

The Library Board of Trustees of the Seward Memorial Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. Acceptable standards of behavior include but are not limited to this list.

1. Library users shall respect the rights of staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees' performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, destroying property.
2. Speaking should be kept to normal conversational levels. Audio equipment shall not be audible to other people. Cell phone ringers should be off. Cell phone conversation is limited to the east and west lobby areas.
3. Children who are age seven and younger must be supervised by a person age 13 or older.
4. Sleeping in the library is not allowed.
5. Weapons of any type are not allowed.
6. Use of tobacco, alcohol, or illegal drugs is prohibited. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
7. In order to maintain a clean environment and to protect library materials, food will only be allowed in some of the Seward Memorial Library meeting rooms and the staff areas, and elsewhere only with prior permission. Covered drinks will be allowed throughout the library except in areas designated by staff.
8. Persons six years of age and older must be fully clothed, including shoes, in the library.
9. Pets are prohibited; service animals are welcome.
10. Persons whose bodily hygiene or odor is so offensive as to constitute a nuisance to other patrons and/or library staff shall be required to leave the building.
11. Compliance with the Public Internet and Computer Acceptable Use Policy is

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mandatory.

12. Any person not complying with these rules or with local or state law shall be asked to leave the library premises and may receive a temporary or permanent ban from future library use.
13. Patrons temporarily or permanently banned from the library may appeal this decision by contacting the Library Director at least one week before the next regular meeting of the Seward Library Board. The patron making the appeal may attend the Library Board meeting when the matter is on the agenda.

### **Unattended Patron Policy**

The Seward Memorial Library is a community information resource center. People come to the library to get information, to read, to use the library's resource materials, and to study. It belongs to the whole community and not to any specific person or group of persons.

The library is not a playground, recreation center, or day care facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of anyone using the Seward Memorial Library the following policies are adopted:

1. All children seven years or younger shall, at all times, be attended and adequately supervised by an individual 13 years of age or older who is responsible for the care of the children. Patrons eight years of age and older who are unable to care for themselves should at all times be adequately supervised by a caregiver.
2. Children may be left unattended at scheduled library programs. The responsible person should plan to be at the library when the program concludes. Children with special needs related to physical or mental ability shall be attended at all times.
3. The Seward Memorial Library assumes no responsibility for children left unattended on library premises.

4. When a patron appears to be lost or left unattended, the staff of the library will immediately try to locate the responsible person and will stay with the patron until that person is found. If the responsible person cannot be found in one hour's time or if the library is closing, the staff will contact the police department for assistance. The staff will under no circumstance take the patron out of the building.

### **Abuse of Library Policy and Restriction of Privileges**

1. The use of the library and its services may be denied temporarily for due cause. Such cause may include failure to return materials or to pay penalties, destruction of library property, or any other illegal, disruptive, or objectionable disturbance on library premises.
2. Library accounts will be restricted for fines of \$5 and over or for material overdue more than three weeks.
3. Patrons who refuse to abide by library policies may be restricted from the library. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the prevailing laws.
4. Denial of computer use may occur because of any unacceptable use (see Public Internet and Computer Acceptable Use Policy).