

MOUNT VERNON CITY LIBRARY

10. USE OF LIBRARY FACILITY

10.01 PURPOSE

This policy is intended to create a welcoming, clean and comfortable environment for the public.

10.02 GENERAL

10.02.010 Food and Beverages

Consumption of food and beverages is not permitted near library computers. In other areas of the library, drink containers with tightly fitting lids may be allowed at the discretion of library staff. Food and beverages are sometimes permitted for special library programs.

10.02.020 Parking Lot

Parking lots are exclusively for the use of city patrons. Owner(s) of a vehicle which is blocking a right of way, illegally parked in a handicapped space, taking two spaces, or left in the lot for more than two days will be asked to move the vehicle or it will be towed.

Staff may not open locked car doors for patrons. Patrons who lock their keys in their cars may ask staff to call for help. The police may be called to open the car door, but the library may take no further action.

10.02.030 Restrooms

Sinks are for hand washing only. Inappropriate activities such as bathing, shampooing, doing laundry, changing clothes, sleeping, consuming drugs or alcohol or other disruptive activity are not allowed. See the Code of Conduct.

10.02.040 Animals in the Library

Animals are not permitted except for assistance animals. If an assistance animal is disruptive the owner may be asked to take them outside of the library.

10.02.050 Electricity Use

Patrons may use electrical outlets at the Library that are designated for public use, within reason. Use of outlets may not adversely affect the safety or use of the library by other patrons or staff. Patrons may not unplug library equipment in order to access an outlet for personal use. The Library reserves the right to restrict patrons if there is excessive, repetitive or inappropriate use.

10.03 TELEPHONES and AUDIO DEVICES

10.03.010 Staff Phones

Patrons may not use staff telephones. In case of an emergency, such as an unattended child or keys locked in a car, staff will offer assistance to reach contacts.

10.03.020 Mobile Phones

Phones are disruptive in the library and patrons should turn off ringers, place and take calls outside, be respectful of other users and conform to Code of Conduct.

10.03.030 Audio Devices

Audio devices must be used with headphones set at a volume that does not disturb others.

10.04 PETITIONS, SOLICITATIONS AND PANHANDLING

10.04.010 Petitions

Public solicitation of signatures for the purposes of a petition or leafletting is not allowed at the Library or on Library premises.

10.04.020 Leafletting

No leafletting or distribution of literature for the purposes of selling items, renting apartments or other purposes relating to for profit activities is permitted.

10.04.030 Panhandling

Panhandling is not allowed at the Library or on Library premises.

10.04.040 Consequences

Any person who does not abide by the conditions stated above or who creates a nuisance such that the regular business of the Library is disrupted shall be required to immediately cease all activities and to leave the Library premises immediately under the provisions of the Library's *Code of Conduct*.

10.06 BULLETIN BOARD POLICY

10.06.010 Guidelines

The Mount Vernon City Library posts announcements of non-profit community interests, as space is available, with priority going to Library activities. Materials posted are subject to the City of Mount Vernon's Bulletin Board policy, and the following guidelines:

- Top priority is given to postings for Municipal, County, State and Federal Governments.
- Notices of programs and activities designed as educational and cultural activities of interest to the general public will also be given preference.
- Announcements of a political nature are prohibited. This includes materials supporting political causes or backing individual political candidates.
- Fund-raising events, such as car washes, bake sales, auctions and similar events cannot be announced.

- Commercial advertisements selling products, merchandise, or services will not be posted.
- Notices of religious services, religious testimonials, and religious information meetings will not be posted.
- Events with admission are not posted unless the event is sponsored by the City of Mount Vernon or another government entity.

10.06.020 Approval

All notices are to be brought to the designated Library staff person. The Library reserves the right to remove announcements at any time given space considerations. All notices posted without approval will be removed. In case a posting does not fit the guidelines, final authority rests with the Library Director and Board of Trustees.

10.08 DISPLAY POLICY

Displays function as an integral part of the Mount Vernon City Library’s total program of public service, and are planned to direct the attention of the public to the materials, services and aims of the Library.

10.08.010 Control of Display

The Library shall control the content and arrangement of all displays. The Library reserves the right to reject any part of a display or to change the manner of display if the items to be displayed are contrary to the Library’s community responsibility.

The Library shall control booklists, posters, signs, brochures, publicity and all materials relative to a display. Final authority regarding the acceptance or rejection of displays rests with the Library Director and the Board of Trustees.

10.08.030 Types of Display

A. Library materials.

The Library will make use of existing materials from its own holdings whenever possible to publicize the collections and services of the Library.

B. Non-Library materials.

The Library may invite patrons to display their own material in the Library, said materials being appropriate to the Library’s needs and purposes and in accordance with this policy.

C. Locking Display Cases

Youth services will coordinate the displays in the locking display cases and will ensure that a fair process for reserving the case is followed.

10.08.040 Insurance of Display

The Library does not carry specialized insurance that would cover displays. Patrons place displays in the Library at their own risk and will need to submit a waiver form.

10.10 LIBRARY TOURS

The Mount Vernon City Library welcomes tour groups of all ages. Library tours are available upon request, and should be scheduled in advance.

Tours **for Preschool through Middle School are scheduled through** Youth Services.

Tours **for Adult, High School and College age are scheduled through** the Reference Department.

Tours for Literacy or English as a Second Language are scheduled through the Circulation Department.

10.12 RELIGIOUS PROGRAMMING AND DECORATIONS

10.12.010 Programming

As part of the Library's role as a community center, the Library may sponsor or present programs on a variety of topics, including holiday celebrations from various religions and cultures. Whenever possible, publicity will include details about the program so that patrons may make decisions about attendance for themselves and their children. Information presented or opinions expressed by outside speakers do not necessarily represent the views of the Library.

10.12.020 Decorations

Decorations in the Library will be inclusive, multi-cultural and may include items religious in nature, but will display from multiple traditions.

Approved by the Board of Trustees, August 3, 2000

Revised by the Board of Trustees May 10, 2011