

To create an atmosphere enjoyable to all, visitors to Westlake Porter Public Library must adhere to rules of conduct that contribute to safe and comfortable usage of the library. Disruptive, unsafe, or illegal behaviors will not be tolerated. Illegal behavior **will** be reported to the police.

ILLEGAL ACTIVITIES

- Violations of local ordinances, state and/or federal law will be prosecuted.
- Violating library policies and/or guidelines is unacceptable.

DISRUPTIONS

- Harming, accosting, harassing or otherwise abusing others is unacceptable. This includes abusive or threatening language.
- Any disruption of library use, including excessive noise, is not acceptable.
- To minimize noise, cell phones may be used only in designated areas (currently the outer main lobby and the cafe).

COMPUTERS, EQUIPMENT, FURNISHINGS & MATERIALS

- Those who damage, steal, or otherwise misuse library property or materials will be prosecuted.
- For detailed information on accept-

able computer use and behavior, please ask for our computer use policy.

- For detailed information on acceptable meeting room use and behavior for individual and organizational users, ask for our meeting room policy. (If you have applied to use a meeting room, you should have already received a copy of the policy.)

SAFETY

- **WEAPONS OF ANY KIND ARE PROHIBITED.**
- Creating unsafe or unhealthy conditions, such as skateboarding, is unacceptable.
- Bringing animals into the building (except for those assisting people with disabilities) is unacceptable.
- Shoes and shirts must be worn in the library.

SAFETY OF CHILDREN

- Children under the age of 9 may not be unattended at any time or location in the library.
- Children and teens should not be left alone at the library at closing time. If this occurs, Westlake police will be called.



If A Violation Occurs

The Board has the right to exclude from the library any individual who willfully violates or aids/abets one who willfully violates the library use policy, and library employees have the right and responsibility to enforce these policies. Should a library user be found to be exhibiting any of these behaviors, library employees may take appropriate Board-approved action.

Sanctions for violating the library use policy are commensurate with the violation. Individuals exhibiting minor, first-time infringements will receive

a warning from library staff, and then will be asked to leave the library. Westlake City Police may be called to assist with this, if necessary. Parents of minors who are repeat offenders will be notified. More serious offenses or ongoing disturbances will be dealt with accordingly, including loss of library privileges, expulsion from the library (either temporarily or permanently) and/or legal action.

In all instances, law enforcement officials will be notified immediately of any unlawful activity.

Additional Guidelines

- Eating and drinking in the library is permitted, as long as guidelines for doing so are observed. Please see the *Food and Beverages in the Library: Guidelines for Users* brochure for more details. Ask for one at any desk or pick one up in the cafe.
- Solicitation of library staff and customers is prohibited.
- Any use of cameras and/or recording devices in the library or on library property must be authorized.
- Smoking in the facility is strictly prohibited.
- Vendors and contractors must sign in at the Reception Desk.

About the Security Officers

The library is pleased to have security officers on duty during our busiest hours. These officers monitor our facility, assist staff with difficult incidents, and assist with safe and secure closing. However, users should not develop a false sense of security. Personal belongings and personal safety are important issues, and users should use good judgment at all times. The library is not responsible for lost or stolen property.