

**MEMBER RULES  
OF THE  
VALPARAISO COMMUNITY LIBRARY**

***The Valparaiso Community Library is intended to be used for reading, studying, writing, and privately listening to audio materials. In order to provide for the safety and comfort of our members, as well as for the security of the building and library materials, we ask your cooperation with the following rules.***

1. Everyone is welcome at the library. Authorized entrances and exits must be used.
2. Noisy or disruptive behavior is prohibited. Any verbal abuse or threatening gestures, whether toward staff or other members, will not be allowed.
3. Library materials may not be taken into rest rooms.
4. Rest rooms are to be used for their obvious purposes only.
5. No smoking or tobacco use is allowed anywhere in the library. Smoking is prohibited in and within, 30 (thirty) feet of the main entrance.
6. Food or drinks are only allowed in designated areas away from computers.
7. Entering the Library bare-footed, without a shirt, with offensive body odor, filthy clothing, or otherwise attired so as to be disruptive of the atmosphere of the Library will not be tolerated and violators will be asked to leave the building.
8. Soliciting, petitioning, interviewing, campaigning, survey-taking, canvassing or selling in the public areas of the Library is not allowed.
9. Members may not use library materials or facilities in any manner that would likely cause the materials or facilities to be damaged. This includes but not limited to leaving library materials in a hot car and carrying books to the beach (suntan oils, exposure to water, and salt air ruins the books).
10. Library members are prohibited from non-public areas including offices and work rooms.
11. All library materials must be checked out before leaving the building.
12. Genealogy Reference materials may not be removed from the library. Anyone who attempts to remove genealogy materials will be prosecuted.
13. All oversized bags, briefcases, backpacks, bedrolls, containers, and similar items must be left at the circulation desk upon entering the library.
14. Anyone who steals or vandalizes library property will be prosecuted.
15. Anyone who enters the library intoxicated will be asked to leave.
16. Anyone who enters the library with illegal narcotics in their possession or with the intent to sale or use such drugs will be escorted from the building by the Valparaiso Police Department. Library privileges will be revoked.
17. Only service animals are allowed in the library.
18. The library is not to be used as a place to sleep.
19. No weapons of any kind are permitted in the library.

20. No hazardous or flammable liquids or materials are allowed within 100 (one-hundred) feet of the library.
21. Library equipment made available for public use must be operated in accordance with the guidelines established by the library.
22. Internet workstations may not be used to access obscene or pornographic sites. Patrons and guest that disobey this rule will be banned from the library.
23. Parents and legal guardians of children under the age of 18 are responsible for monitoring their children's use of the Internet and for deciding what Internet resources are appropriate for their children.
24. Children under 10 years of age must be attended by a parent or responsible caregiver 13 years of age or older while in the Library.
25. Neither the Library nor its staff shall assume responsibility for keeping unattended children within the Library building nor shall they assume responsibility for the safety of a child once he/she leaves the Library.
26. In case of medical emergency, the librarian/staff member will call 911 for help. Emergency personnel, upon their arrival at the Library, will be informed if the parent is not with an injured or sick child under the age of 18.
27. All children must be picked up by closing time. If the child is not picked up by closing time, the police may be called and advised of the situation. Under no condition should a library employee provide transportation for an unattended child. If a parent consistently leaves a child past the library's closing time, the appropriate social service agencies may be notified.
28. Disruptive behavior in the library will not be allowed. If a child exhibits disruptive behavior, warnings will be issued. If disruptive behavior persists, the librarian or library staff member may take appropriate action, which may include suspension of both the child and the parent/caregiver. Continued disruption will be reported to the police. Any violence or criminal activity should be reported to the police immediately.
29. The Children's Area is off limits to adults not involved in appropriate children's activities. Adults that spend an unusual amount of time in the Children's Area will be asked to use other areas of the library. If the person refuses to comply with this request he/she will be escorted from the building.
30. Adults without children cannot attend children activities or programs including the showing of motion pictures. Individuals violating this rule will be escorted back into a public area of the library or asked to leave.
31. Any illegal act or conduct in violation of federal, state, or local law, ordinance or regulation is not permitted.
32. Our meeting/media room is available for public use; however, the library has first choice in scheduling the area for library associated programs. Outside organizations must schedule the room on a first come, first served basis. Any for-profit organization must pay \$25 per hour (\$15 for each additional hour) to use the room. No area of the library may be used to collect money, sell items, or produce any kind of revenue for outside organizations.