



# Upper Dublin Public Library

## Library Use Policy

*Connecting people and ideas to educate, inspire and strengthen the Upper Dublin community.*

**UDPL—We're About You!**

Service will not be denied to anyone who visits the library (on site, by phone, or virtually) because of religious, racial, social, economic or political status, disability, age, or sexual orientation. To help us provide a welcoming environment for hosting these activities, please do the following when you are in the Library:

- **Speak quietly to those around you.** In addition, cell phones, portable audio devices (with headphones) or other entertainment or communication devices are permitted (except in the Reading Room) as long as they do not disturb others. Be conscious of the noise level of your conversations in order to respect others using the library. Please refrain from using profanity.
- **Bring a snack.** Light snacks and beverages (with lids) are permitted in designated areas. Trash receptacles and recycling bins are provided for your convenience. Please no food or beverages near the computers.
- **Walk.** Running, rollerblading, fighting, shoving, and throwing are prohibited. They are dangerous and could result in someone getting hurt.
- **Dress properly.** This means a shirt and shoes (Shoes must be kept on at all times). No wet swimsuits, cleats or Heelys, please.
- **Leave your pets at home.** Animals needed to assist the disabled are permitted.
- **Breathe fresh air.** The library and all township property is a smoke free environment. No smoking of tobacco products or use of electronic or other smoking devices is permitted.
- **Respect library property.** Mutilating, damaging, defacing or stealing library property is prohibited by law. Children's furnishings and toys in the children's area are reserved for children's use only. Feet should remain on the floor, not on chairs or tables. Staff may inspect bags and other articles that could be used to conceal library property.
- **Abide by this policy.** Anyone failing to modify their behavior when asked to do so will be instructed to leave the building. The Library Director has the right to ban anyone from the library who defies this policy. Illegal activities will be reported to the Upper Dublin Police Department.

### **The Library as a Meeting Space:**

Tables are provided in the Library for small group work. The UDPL Conference Room is available for use by individuals or organizations by appointment only through the Upper Dublin Parks & Recreation Department during operating hours when the space is not already scheduled for library events/meetings. The Program Room in the children's area is reserved for library storytimes, events or meetings.

## **A note about children:**

For children, the library can be an exciting place of discovery and fun. You can help us make it a safe one, too, by doing the following:

- **Keep children under the age of 6 with you at all times.** Children under the age of 10 should not be left without a parent/guardian somewhere in the library.
- **Library staff are not responsible for restricting children from access to library materials or services.**
- **Respect our Family Place space.** The Children's area provides toys and other learning activities for young children and their caregivers. Please help us keep the children's area tidy and maintain reasonable noise levels so as not to disturb others.
- **Respect our closing times.** Please ask a library staff member if you are unsure of our closing time before dropping off your child(ren). Police will be notified when a child under the age of 10 is left at closing. **In some cases, the child will be sent to the police station to wait for his/her parent/guardian to pick him/her up.**

Adopted by the Upper Dublin Public Library Board of Directors 1/16/2007, rev. 1/21/09, 2/15/2012, 2/20/2013, 2/19/2014, 2/18/2015