



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 race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender, gender expression, age, physical or mental ability, veteran status, marital status or political affiliation. 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 or other entertainment or communication devices (with headphones) 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, skateboarding, 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 inside or outside the library building
- **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.** The Library Director has the right to ban anyone from the library who defies this policy. Anyone failing to modify their behavior when asked to do so will be instructed to leave the building. 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 when the space is not already scheduled for library events/meetings. Such use is available by appointment only by contacting the Upper Dublin Parks & Recreation Department during regular

business hours from 8:30 a.m. to 5:00 p.m. Monday through Friday. The Program Room in the children's area is reserved for library story times, 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:

- Parents are responsible for the safety and behavior of their children while they are in the library.
- **Keep children under the age of 5 with you at all times.** Children under the age of 8 should not be left without a parent/ caregiver in the library. A caregiver must be at least 16 years of age.
- Children under the age of 18 who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision from a parent or caregiver.
- **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). If the library is closing and an unattended child is left without transportation, library staff will permit the child to call for a ride. **After closing, unattended children will be escorted 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, 5/2/2017