



Keene Memorial Library

Rules of Conduct

Library users are expected to respect the rights of others and library staff and to responsibly make use of the library's facilities and library materials.

The following Rules of Conduct and Library Policies provide a guide to library expectations:

The Library does not allow:

- Smoking/Tobacco use
- Sleeping
- Loitering
- Disruptive Behavior
- Food or Uncovered Drinks
- Soliciting or selling
- Improper use of restrooms
- Inappropriate dress
- Excessive size and/or number of bags
- Alcohol or drugs
- Animals in the library (with the exception of service animals)
- Carrying firearms and/or other weapons

Internet Use:

- Viewing images that are harmful to minors or offensive to others is not allowed.
- Using another person's card to gain access to computers is not allowed.
- Excessive noise - use headphones at reasonable volume.
- A signed Parental Consent Form is required for users under 17 to access computers providing email and social media.

Children in the Library:

- Any child 10 years and under shall be attended (remain in sight of) and supervised by either a parent or caregiver.
- Children 11 years and older may use the library unattended, subject to the rules and regulations of the library.

Cell Phone Use:

- Set cell phones to vibrate or turned off.
- Limit cell phone use to lobby or outside.

Library Policies

- A library account is needed to check out library materials, use computers and access e-library resources.
- Use of your library card is recommended to expedite check out and other services.
- Fines which exceed \$10 per account will result in loss of library privileges. Additional fees will be charged for lost and damaged materials.
- Unpaid accounts may be referred to a collection service.

Computer and Internet Policies

Individual users are responsible for observing all state and federal laws, including copyright law, and for verifying the accuracy of any information obtained through the Internet.

Staff may assist with basic computer problems as time permits. The library does not provide extended assistance with specific programs.

A six-month Computer Users card may be purchased for \$2.00, allowing non-residents access to computers on an on-going basis. Daily guest passes will be available without charge.

Public computers are filtered to exclude pornography, gambling and other illegal content. Any adult user may ask a staff member to gain access to a restricted website.

The library staff may establish computer configurations that provide different levels of Internet access or software configurations. Use for reference and research have priority over gaming or media.

Library staff may establish time limitations and usage schedules. Up to three (3) hours per day is allowed but not guaranteed. Computers shut down 10 minutes prior to closing without exception.

Data may be downloaded to a flash drive, CD, or other portable storage device. Printing is available at 10 cents per page black & white, 50 cents for color.

Failure to comply with library staff requests may result in suspension of library privileges

Theft or damage of library materials is a serious offense and may lead to charges

Trespassers will be prosecuted

Approved and recommended by
the Library Board
September 17, 2012
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Fremont City Council
November 13, 2012

