



Conway Public Library

Library Use Policy

The mission of the Conway Public Library is to offer community residents of all ages access to information sources, a place to gather, opportunities for lifelong learning and personal growth, and popular materials to meet cultural, educational, and recreational needs. 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, the use of cell phones is prohibited. Individuals shall make or receive cell phone calls outside the building. Also, portable audio devices or other entertainment or communication devices are permitted as long as headphones or earbuds are used and the volume is at a level that does not disturb others. Be conscious of the noise level of your conversations in order to respect others using the library. Small tables are available around our facility for group work and tutoring. But, remember voices carry. Please refrain from using profanity.
- **Help us keep our facility clean.** Food and beverages may only be enjoyed in the Ham Community Room at various library programs and community events. Therefore, we ask individuals to enjoy food and beverages prior to visiting our facility. Upon entering the building, individuals with food or beverages will be asked to leave the items at the circulation desk for safekeeping during their visit to the library. Please note that individuals may use the water fountain located on the lower level of our facility. Also, please utilize the trash receptacle bins located throughout our facility as the need arises.
- **Walk.** Running, fighting, shoving, and throwing are prohibited. The use of skateboards, scooters, or bikes on any and all of the library's outside ramps and steps is prohibited. Such activities are dangerous and could result in someone getting hurt. Individuals riding bicycles or scooters to the library may utilize the bike rack located near the entrance.
- **Dress properly.** This means a shirt and shoes (Shoes must be kept on at all times). No wet swimsuits or cleats, please.
- **Keep children safe.** Children of all ages are welcome to use the library. However, responsibility rests with the parent/guardian or assigned chaperone and not with the library personnel. Children under ten may not be left unattended.
- **Leave your pets at home.** Animals needed to assist the disabled are permitted.

- **Breathe fresh air.** The entire library campus is a smoke free environment.
- **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 oversized bags and other articles that could be used to conceal library property.
- **Respect others.** The library reserves the right to ask any individual whose conduct is considered inappropriate or whose behavior either consciously or unconsciously violates or restricts the rights to use the library to leave the premises.
- **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 Conway Police Department.

Adopted by the Conway Public Library Board of Trustees, February 14, 2006, rev. 6/13/06, rev. 5/07/08, rev. 6/10/09, rev. 05/18/10, rev. 11/21/16