

## LIBRARY USE

**POLICY:** The Tigard Public Library expects patrons of all ages to exercise social responsibility in the use of the library. Appropriate behavior ensures that all patrons are able to use the public library for their information, education and entertainment needs. Please be considerate of others as you use this library and observe the following guidelines:

- Treat other patrons and staff with courtesy and respect.
- Quiet conversation, please. Prolonged conversations, in person or by phone, are allowed only in the study rooms, lobby or any other areas specifically designated for such use.
- Cell phones are to be used in designated areas only:
  - Main Lobby of the building where the coffee bar is located
  - Meeting Rooms/Study Rooms (groups using these rooms may set their own guidelines), and
  - Any area outside of the building
- Children under the age of 10 shall not be left unattended by their responsible adult guardian (ORS 163.545).
- Respect furnishings and equipment by using them appropriately.
- Respect other users' privacy.
- Food and drink are permitted as described in the Food and Beverage Policy.
  - Food is permitted in the Courtyard, Main Lobby and Community Room only.
  - Drinks are permitted in unbreakable, spill-resistant containers that have sip-through lids only. Drink cups with flexible or dome lids and straws are not permitted.
  - Water must be in unbreakable, screw-top containers.
  - Water is the only drink permitted in containers.
- No smoking or vaping in the library building, grounds or parking lot. Smoking and the use of related products, including but not limited to cigarettes, e-cigarettes, cannabis products, cigars and pipes, is prohibited at the library and all other City-owned property. (Tigard Municipal Codes 7.52 and 7.82)
- Please use personal audio devices with headphones on low volume.

Tigard Public Library

Adopted by the Tigard Library Board September 14, 2006

Reviewed and Re-Adopted by the Tigard Library Board October 9, 2008

Reviewed and Re-Adopted by the Tigard Library Board December 8, 2011

Reviewed and Re-Adopted by the Tigard Library Board May 14, 2014

Reviewed, Amended and Re-adopted by the Tigard Library Board June 8, 2016

Updated October 10, 2016

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- Please park bicycles, etc., outside.
- Patrons must wear shoes and shirt while in the library building.
- Patrons disturbing others because of offensive body odor may be asked to leave. When the problem is corrected, patrons may re-enter the library.

Library staff members are required to speak to those who may need a reminder of these guidelines. Our goal is to help everyone have an enjoyable, successful library visit.

Persons who violate certain provisions of State or local laws while on library premises may be excluded from the premises, and/or have their library privileges revoked as outlined in the City of Tigard Exclusion Ordinance.