Live Oak Public Libraries
Policy on Customer Behavior
Approved by the Library Board of Trustees
June 17, 2014

Live Oak Public Libraries adopted this policy to ensure a positive library experience for everyone who visits any of our locations. Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others. While you are here, please be considerate of others. Violation of this policy may result in escalating responses ranging from limitation or revocation of Library privileges to removal from the premises or criminal prosecution if the conduct constitutes a violation of local, state or federal law.

Help Us Keep The Library A Safe Place:
• Follow staff instructions in regards to library policy and procedures.
• Allow library staff to inspect all bags, briefcases, backpacks or similar items.
• Stay in public areas of the Library unless accompanied by a staff person.
• Vacate the Library at closing time and during emergency situations.
• Do not steal, deface, or destroy library property.
• Refrain from intoxication, or possession of illegal or controlled substances, or alcohol on library property. Using tobacco, along with e-cigarettes or equivalents, is prohibited in library buildings. (GA Code 16-11-41; 16-12-2)
• Ensure that a caregiver 13 years or older closely supervises all children under the age of 9.
• Make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment. Parents or caregivers are responsible for their children's behavior.
• Wheeled devices are not allowed in the Library. Secure all wheeled vehicles outside, away from doors and book drops. EXCEPTIONS: Disabled patrons may use assistive devices, and caregivers may use strollers for children.
• For personal safety, library visitors and patrons must be fully clothed at all times.
• Do not engage in sexual activity on library property.
• Do not harass, or behave in a threatening or abusive manner (including but not limited to battery, verbal threats, stalking, offensive staring, or offensive touching).

Use Your Library Appropriately And With Respect:
• Abide by all library policies, especially regarding the borrowing of materials. (GA Code 20-5-54)
• Use the Library’s facilities, materials, and furnishings as intended. (GA Code 20-5-52)
• Do not distribute or post printed material in the Library.
• Animals are not allowed in the Library, with the exception of service animals on duty or in training, and animals that are part of library-approved events.
• Use the Library’s restrooms as intended; do not use them for bathing, shaving, washing hair or laundry.
• Do not have food or drink near library equipment. Food and drink are permitted in certain areas of each library. Only drinks in securely covered containers are permitted; only odorless, snack-type foods are permitted. Please leave the space clean.

Help Us Create An Environment That Allows Everyone To Enjoy Visiting The Library:
• Keep noise levels down to avoid disturbing others:
  o Talk in a quiet voice.
  o Use headphones on low volume.
  o Silence ringing or other sounds created by cell phones and other electronic devices.
  o Use cell phones quietly in designated areas only.
• Behave in a manner that does not interfere with another person’s ability to use and enjoy the Library, or prohibit staff from providing services. Please do not:
  o Monopolize library equipment, resources, or staff time.
  o Sell, panhandle, solicit, or conduct business on library property unless authorized.
  o Exhibit offensive bodily hygiene.
  o Sleep, or use the library as a place of residence.
• Be responsible for all personal items:
  o Maintain possession of personal items at all times. Library staff may remove unattended items.
  o Place all personal items in large bundles or carrying cases under a study chair.
  o Do not block aisles, walkways, entrances, or access to library equipment or collections.

Please report inappropriate or questionable behavior to library staff or a library security officer immediately.