

THE BLYTHE LIBRARY

LIBRARY POLICIES

The Blythe Library Board

6/20/2019

Who May Use the Library

- The Blythe Library will serve all residents of Blythe and the surrounding communities. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; or age, sex, gender; or sexual orientation.
- Children are welcome in the library; however, children under the age of 12 must be accompanied by a parent, guardian, sibling or caregiver that is 16 years of age or older. (See Policy: Unattended Children)
- The use of the library may be denied for due cause. Such cause may be failure to return library materials, pay penalties, destruction of library property, disturbance of other patrons, or any illegal, disruptive, or objectionable conduct on library premises. (See Policy: Patron Behavior and Library Use Policy).

Obtaining a Library Card

To obtain a library card, a patron must provide a current state ID, a current bill showing correct address, and current cellular telephone number and/or email address. The library card application must be signed by a parent/guardian for the household. All family members will be listed on one family account.

Book Check Out

Patrons may check out books for a 2-week period. Only 2 books may be checked out at one time. E-Mail or text reminders may be sent, prior to the due date for return, to the email address or phone number on file.

Overdue Books

If books are not returned during the 2-week period, fines will begin to accrue at the rate of .25¢ per day. The full amount of the cost of the book will be due and payable after 30 days late. No other materials will be allowed for check out until the book is returned (or purchased) and all accrued fines paid.

Food & Drink

No food or drink is allowed in the library. However, snacks and drinks/coffee may be available for purchase and can be consumed in The Commons area and patio. Snacks, food and drinks are not allowed to be brought in from outside. All snack sales benefit library services. Absolutely no chewing of gum in either the library or The Commons area.

Cell Phone Use

All cellular phones should be turned off or to vibrate when a patron enters the library, The Commons room and/or patio area. If you must use your phone, you must exit the building to do so.

Computer and Internet Use Policy

1. Library computers are available for patrons. You must have a valid library card to use the computers/internet. Patrons may only use the computers for one (1) hour per session, if there are other patrons waiting. Patrons must bring their own headphones or earbuds, if websites or media with sound will be used.
2. Parents are responsible for the supervision of their children. Children under the age of 10 must be accompanied at the computer by their parent at any time the child is using the computer.
3. The following actions will result in the loss of computer use/access:
 - Turning off or restarting the computers.
 - Accessing websites that are disruptive to others using the library.
 - Accessing or viewing websites that display inappropriate, obscene, lewd or vulgar images or content.
 - Behaving in a loud or boisterous manner.
 - Disregarding instructions from library staff.
 - Installing software or changing the configuration of computers.
 - Bypassing computer security features.
4. Printing is available from the library computers:
 - .10¢ per page for black ink pages
 - .25¢ per page for color pages
 - These costs also apply to copying
 - These costs can be adjusted as needed at any time, as determined by the Library Board
5. Patrons must abide by all local, state, federal laws and copyright laws when using the computers.
6. All computers are automatically filtered when accessing the internet per Federal law (the Children's Internet Protection Act).
7. All patrons must sign up for access to the public computers at the circulation desk prior to use.

8. Patrons whose session has ended due to other patrons waiting for use must wait at least 10 minutes before signing up to use another computer. This rule ensures that all patrons have an equal opportunity to use the computers during library hours.

9. The library does have a free Wi-Fi hotspot available for members of the community. The hours will be 6 a.m. through 10 p.m. each day. If you need a Wi-Fi Hotspot outside of those hours, there are Wi-Fi hotspots at Blythe City Hall and at the Veteran's Memorial Park.

Patron Responsibilities and Conduct

The Blythe Library strives to provide an atmosphere conducive to the appropriate use of library services and resources. Use of the library is intended for reading, studying, and listening to written or electronically transmitted materials and information. The public is required to comply with the library's use and behavior guidelines. All patrons, staff, and volunteers have the right to a safe and comfortable environment, as well as facilities and materials which are in good condition.

BEHAVIOR AND/OR ACTIONS WHICH ARE CONSIDERED TO BE DISRUPTIVE AND/OR UNSAFE ARE PROHIBITED ON LIBRARY PROPERTY. THESE INCLUDE BUT ARE NOT LIMITED TO:

- Any loud, unreasonable, and/or disruptive noises created by persons, audio devices or cellular phones.
- Engaging in disorderly conduct, physical violence, such as fighting or challenging a fight, or using offensive language that is likely to provoke violence.
- Communication of threats.
- Sexual misconduct. Including indecent exposure, excessive displays of affection, inappropriate sexual comments, sexual advances or physical and/or verbal harassment, unwelcome touching or sexual harassment toward staff or patrons.
- Repetitive noise making, such as tapping a pencil on the table, rapping fingers or knuckles; slamming books down; slapping the covers of books, etc.
- Running, jumping or climbing in the library.
- Extremely offensive personal hygiene, failure to wear appropriate clothing or the failure to secure clothes with buttons, zippers, belts or other devices. Shirt and shoes are required while in the library.
- Sleeping or laying your head on a table or surface.
- Misusing or abusing furniture, such as placing your feet or legs on furniture.
- Bringing animals or pets in the library (except service/therapy dogs).
- Distributing or posting printed material/literature that has not been approved by the library staff. Campaigning, petitioning, interviewing, survey-taking, pamphleteering and photographing are prohibited in the library, without prior approval of the Blythe Library Board. Panhandling or loitering inside the library, in the parking lot or on library grounds, or soliciting for money, donations, items or services.
- Unattended children under the age of 12. Children under the age of 12 must be accompanied by an adult (16 years of age or older) at all times in the library. See Unattended Children Policy.
- Leaving a child or young adult (up to the age of 17) on library property, without a ride, after closing time. See Unattended Children Policy.

- Certain acts involving computer fraud or abuse of library system network computers or display of obscene and/or graphic materials on computer equipment (covered under the Georgia Computer Services Protection Act and punishable by fine, imprisonment or both).
- Willful concealment and/or unauthorized removal of library property are violations of Georgia Law. (GA Code § 20-5-54)
- Bringing food or beverages into the library.
- Intoxication and/or use of tobacco, alcohol or illegal substances.
- Smoking within the library or within 25 feet of any library outside entrance.
- Damage, destruction, theft or improper use of library property or facilities. (GA Code § 20-5-52)

Violations of Policy

Patrons who violate Library Policies will be made aware of the violation. Patrons who do not correct the behavior, or that of the children under their supervision, will immediately be asked to leave library premises and will be prohibited from returning to the library location for a specific amount of time as determined by the Library Board. Any person who disregards a request by a staff member to leave the building will be considered trespassing and will immediately be reported to the local law enforcement agency.

Repeated violations of, or a single egregious violation of, Library Policies could result in suspension of library privileges and/or being permanently banned from library property.

Unattended Children Policy

This policy is designed to provide an atmosphere appropriate to the use of the library's services and facilities, as well as provide for the safety, comfort, and welfare of patrons of all ages.

1. The library is not responsible for the care of unattended minors.

The library will provide services consistent with its mission statement but will not act as nor provide services associated with a daycare, after school care facility, summer camp or babysitting service. The library will make no determination as to the suitability or authority of anyone arriving or being contacted to transport a minor from library grounds or for minors leaving library grounds with either another minor or an adult.

2. Children under the age of 12 may not be left unattended in the library.

Care providers must supervise and provide guidance and control for their children at all times. Adult supervision (age 16 or older) must be provided to all children under the age of 12.

3. Children between the ages of 12 and 14 should not be left unattended in the library for extended periods of time.

4. Attendance at library programs, browsing for recreational reading and after school use of the library for homework and study are encouraged and considered appropriate. In general, the library considers more than 2-3 hours (depending on the age and conduct of the child) to be excessive and inappropriate. Parents may be notified and asked to pick up and/or provide supervision for their child.

5. Children between the ages of 12 and 17 may be in the library without a parent or caregiver. However, they are still legally the responsibility of their parent or guardian and must abide by library rules and policies. The library may require children between these ages to be accompanied by a parent or guardian if rules and policies are not followed.
6. Children under the age 12 attending any Children/Youth program must be accompanied by a parent, guardian or caregiver for the duration of the program.
7. Those unattended minors who do not abide by library rules and policies, or who exhibit unacceptable behavior, will be asked to leave, and/or call their parents for a ride.
8. If a minor is unable to contact their parents or if a ride does not arrive after 15 minutes, they may be considered abandoned and the authorities called. Library employees will wait with minors for 15 minutes before contacting the authorities.
9. The library is not responsible for minors without a ride home at closing.
Minors without a ride home at closing may be considered abandoned and the authorities called after 15 minutes. Employees, volunteers, and Library Board Members of The Blythe Library may not offer to or transport minors to their home or any other location, either in the instance that the minor is left on library grounds after closing or at any other time.
10. Medical Emergencies (for children or adults).
The library will immediately contact emergency medical services if cause of need is given. The library will not be responsible for any treatment administered or any result thereof nor any cost associated with the provision of such services.