

iii) May be in poor condition.

c) Major Gifts

- i) Unrestricted gifts of money will be gratefully accepted by the Library Board, Library Director and Culbertson Community Foundation.
- ii) Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director, Village Board, and Library Board before acceptance.
- iii) The Village of Culbertson issues letters of receipt for all major gifts received by the library.

d) Memorial Gifts

- i) All memorial and gift books added to the collection will include, upon request, an appropriate book plate identifying the donor and purpose of donation.

e) Acknowledgement

- i) The Library Director shall notify the Library Board monthly of gifts received. Gifts may be acknowledged in the Hitchcock County News, Culbertson Public Library page or by other appropriate means.

12) CULBERTSON PUBLIC LIBRARY PATRON RESPONSIBILITY POLICY

The Library Board of the Culbertson Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. Acceptable standards of behavior include but are not limited to this list.

a) **Guidelines for Patron Behavior**

- i) Library users shall respect the rights of staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees' performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, or destroying property.
- ii) Speaking should be kept to normal conversational levels. Audio equipment shall not be audible to other people. Cell phone ringers should be off and use of cell phones should be quiet and not disturbing to other patrons.
- iii) Children seven years old and younger must be supervised by a person at least 13 years old.
- iv) Sleeping in the library is not allowed.
- v) Weapons of any type are not allowed.