

- (3) The Culbertson Public Library assumes no responsibility for children left unattended on library premises.
- (4) When a patron appears to be lost or left unattended, the staff of the Library will immediately try to locate the responsible person and will stay with the patron until that person is found. If the responsible person cannot be found in one hour's time or if the Library is closing, the staff will contact the sheriff's department for assistance. The staff will under no circumstance take the patron out of the building.

**c) Abuse of Library Policy and Restriction of Privileges**

- i) The use of the Library and its services may be denied temporarily for due cause. Such cause may include failure to return materials or to pay penalties, destruction of Library property, or any other illegal, disruptive, or objectionable disturbance on Library premises.
- ii) Library accounts will be restricted for fines of \$5 and over or for material overdue more than eight weeks.
- iii) Patrons who refuse to abide by Library policies may be restricted from the Library. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff will be subject to the prevailing laws.
- iv) Denial of computer use may occur because of any unacceptable use (see Public Internet and Computer Acceptable Use Policy).

**13) CULBERTSON PUBLIC LIBRARY PHYSICAL FACILITIES POLICY**

*To support excellence in library service, the Board of Trustees accepts the responsibility to see that facilities are provided and maintained to adequately meet the physical requirements of a public library. Such facilities should offer to the community a compelling invitation to enter, read, look, listen and learn.*

**a) Appropriate Use**

- i) In order to maintain a clean environment and to protect Library materials, food and drink will only be allowed in designated areas unless with prior permission. Water will be allowed throughout the Library except for the computer lab.
- ii) No skateboards or roller blades, roller skates or other footwear of this type will be allowed in the Culbertson Public Library.
- iii) Smoking is not allowed anywhere in the Culbertson Public Library building or in the Library parking lot during open hours.
- iv) Patrons are not allowed in the staff work areas without permission.
- v) Use of the Library phone by members of the public is acceptable with permission, except for emergencies as determined by the staff, who will dial the necessary number to ensure long distance calls are recorded appropriately. Cell