Caldwell Public Library
POLICIES GOVERNING THE FACILITY

LIBRARY HOURS

Monday & Friday: 10 a.m. to 5 p.m.
Tuesday, Wednesday, & Thursday: 10 a.m. to 7 p.m.
Saturdays: 10 a.m. to 2 p.m. (closed on Saturdays during July and August, reopening on the first Saturday after Labor Day)
Sundays: Closed

APPROPRIATE CONDUCT

To provide all patrons with equal access to the library's collections and services, and to achieve the optimum and safest use of the library facilities, the Board of Trustees has adopted the following rules.

While in the building, patrons are expected to be engaged in library activities. These activities include leisure reading, research, studying, and participating in library programs or events. Disruptive individuals not engaging in one or more of these activities may be required to leave the building.

The following are NOT permitted in the library:

- Eating. Covered beverages are permitted in designated areas only and are allowed at the discretion of the library staff.
- Smoking.
- Alcohol.
- Loitering or sleeping.
- Playing audio equipment at levels at which others can hear it.
- Bringing animals into the library (except for service animals, or as part of a library program).
- Misusing a restroom (e.g., as a laundry or bathing facility).
- Littering.
- Leaving a child under the age of ten (10) unattended (i.e., without adult supervision) in the library.
- Proselytizing or soliciting for contributions or signatures.
- Conducting surveys without the permission of the library administration.
- Photographing the library premises or its contents or its patrons without the permission of the library administration and all those photographed.
- Talking loudly, making noises or engaging in other disruptive conduct.
- Interfering with another person's use of the library or with library personnel's performance of their duties.
- Exhibiting bodily hygiene that is offensive and/or a nuisance to other library patrons or staff and thereby interferes with the rights of others to use the library.
- Wearing inappropriate attire. All patrons are required to be fully clothed and wearing shoes.
- Threatening, harassing, staring at or physically harming library patrons or staff.

- The possession, carrying, or use of firearms, knives, explosives, or other dangerous weapons. Weapons are prohibited on library property, including within the building and on surrounding grounds unless authorized by law.
- Damaging or stealing library materials or property.
- Participating in any behavior that disrupts the use of the library or interferes with the library's operation.

Activities in the library are also governed by local, state and federal statutes regulating conduct in public places. These regulations prohibit:

- Intoxication
- Assault
- Criminal mischief
- Disorderly conduct
- Harassment
- Drug paraphernalia
- Public indecency

Any patrons violating the library's rules or local, state or federal regulations may be required to leave the premises. Police assistance may be utilized if deemed advised by the library staff. The Library Director is to be notified as soon as reasonably possible if police are called to assist.

Persistent violations of the library's rules may result in the suspension of library privileges, including the right to use the facilities and/or to borrow materials. Such suspension may be enacted by the Board of Trustees upon the recommendation of the Library Director.

TEEN LOUNGE

The Teen Lounge is specifically designed to provide students in grades 5-12 with a place in the library where they can meet, study, socialize and access books and other materials intended specifically for their age group.

Adults and young children may utilize the computers and furniture when teens are not using the space, at the discretion of the Library staff.

OUTSIDE PATIO

The Patio fits a maximum of 12 people.

Use of the Patio is typically open to the public during regular hours and subject to the same policies as inside the building.

LIBRARY TELEPHONES

Library telephones are designated for use by library staff only. Use of library telephones by library patrons is permitted in emergency situations only. Telephone use must be approved by library staff.

CELL PHONES

Library patrons should turn ringers off or to a non-audible setting upon entering the library. Cell phone conversations should be brief and conducted in a low voice. If an extended conversation is necessary, the patron should go outside the building. All personal belongings should be taken with the patron when going outside to make a telephone call. The library reserves the right to ask patrons to leave the building if they are disturbing others with their use of cell phones or pagers.

PROMOTIONAL FLYERS

Members of the public are not permitted to post notices. Only authorized library personnel may put notices out for the public. Any notice to be considered for posting must be submitted to library management for approval and will be put in a location designated for community flyers.

Notices posted without authorization will be removed.

Priority is given to non-profit, non-partisan, community organizations that are informational in nature.

All notices intended for the public must contain the following:

- Name of sponsoring agency
- Contact information (email and/or phone number) of sponsoring agency or authorized representative.

Notices may be removed when they are no longer timely or when space is required for more current items.

The library does not advocate or endorse the viewpoints of organizations permitted to post notices on the library bulletin board. The library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply with these rules may result in denial of future posting privileges.

This policy is determined by the library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Enforcement of these policies is at the discretion of the Library Director.

Approved by the Caldwell Public Library Board of Trustees October 21, 2026