

**BUILDING RULES & POLICIES**  
**Adopted by the**  
**MADISON COUNTY LIBRARY SYSTEM**  
**BOARD OF TRUSTEES**  
**JULY 2022**

The primary duty of the library is to serve the public. The Board of Trustees and the administration welcome the public's suggestions for improvement in the library's operation and services. The policies of the Madison County/Canton Public Library System are public record and any patron is welcome to examine these documents upon request.

1. Rules have been established for the comfort and protection of all who use the library facilities. The rules will be firmly but courteously enforced by the library staff, security personnel and the local police. We ask your cooperation in maintaining an environment conducive to study and enjoyable use of the library.
2. Use of cell phones is prohibited. Calls may only be taken outside or in the lobby area. Please mute or turn off your cell phone before entering library buildings.
3. Smoking is prohibited in the library.
4. Food and drink shall not be consumed in those parts of the building designated public areas except when provided by library personnel as part of a special program.
5. Sleeping is not permitted in the building.
6. Soliciting is prohibited. For profit businesses may not be conducted on any library property.
7. Conduct in the library which creates loud or unusual noise, which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, reading areas, book stack areas, offices, elevators or stairways, or which impedes or disrupts the performance of employees or prevents the general public and library users from obtaining the services provided in the building, is prohibited.
8. Any kind of photography or recording on Library premises requires the prior approval of the Library, and usually requires the approval of any person being photographed or recorded.
9. Loitering is not allowed in the library or on the library premises.
10. Physical abuse, assault, or the use of profanity or abusive, insulting, or threatening language on a person in this building shall be the cause for removal of the offending party or parties.
11. Individuals under the influence of alcohol or other chemical substances shall be banned from admission to the library
12. Acts which are subject to prosecution under criminal or civil codes are prohibited.
13. Animals are not permitted inside the building, except for service animals.
14. Any person who violates any of the above rules may be excluded from the library as a matter of administrative policy. The library reserves the right to permanently bar a patron from the library or its premises who is found in repeated violation of one or more of the above rules.
15. The library assumes no responsibility for the welfare and safety of persons on or about library property before, during, or after, library business hours.
16. The Library Board of Trustees does not condone nor authorize the transportation of adult or minor patrons to their homes by library personnel before, during, or after library business hours.
17. Questions and/or complaints about library administrative procedures, policies, finances, or any other aspect of library operation shall be forwarded with the patron's name, address, and phone number, to the Director of the library system. The Director shall meet with the patron within 5 working days to discuss concerns. If a resolution cannot be achieved, the Director shall submit a written report to the Board of Trustees stating the name of the patron, details of concerns, and any efforts to resolve the matter. The matter shall be brought before the Board at the next regularly scheduled meeting of the Board. The Director shall inform the patron of the Board's decision.
18. During times of pandemic, library patrons and visitors may be required to wear a face mask/covering based on CDC, state and local guidelines. The face mask/covering must cover the nose and mouth.