

**Lynchburg Public Library
Policy Manual**

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LIBRARY CODE OF CONDUCT

Welcome to the Lynchburg Public Library! We strive to create a welcoming, safe, and comfortable space where everyone can enjoy free and equal access to library resources. To ensure a positive experience for all visitors, we ask that you follow these guidelines during your visit:

- Use library computers and resources responsibly.
- Be mindful of your surroundings and move through the library with purpose.
- Service animals are welcome; other pets should remain outside.
- Please limit personal belongings to two bags to keep walkways clear.
- Meetings and interviews should be held in designated spaces with prior approval (meeting rooms are available for rent).
- Speak respectfully to staff and fellow patrons.
- Keep noise levels low, including phone conversations.
- Drinks are allowed in closed containers; food should be enjoyed outside.
- Maintain good personal hygiene out of consideration for others.
- Treat library materials, furniture, and equipment with care.
- Bicycles, scooters, large carts, and luggage should remain outside.
- Children should be accompanied by a responsible caregiver.
- Sleeping, running, and excessive public displays of affection should be avoided.
- Smoking, vaping, and other tobacco use are not permitted on library property.
- Photography and video recording of staff or patrons require permission.
- Soliciting, including petitions and fundraising, is not allowed.

Behavior Expectations

To maintain a positive and welcoming environment for all patrons, library staff will address inappropriate behavior as needed. Repeated violations of the library's conduct policies may result in being asked to leave. Library staff are here to support all patrons, including parents, caregivers, and children, and we strive to work together to ensure an enjoyable experience for everyone.

Additional Reminders:

- Shirts and shoes are required at all times.
- Please keep your belongings with you; the library is not responsible for lost or unattended items.

If you have any concerns or need assistance, please let a staff member know. Thank you for helping us keep the library an enjoyable space for all!

Youth Services:

The Youth Services Department is designated for use by children and their parents or caregivers for informational and recreational purposes. To ensure a welcoming and safe environment for families, adults without children under the age of 18 are asked to use the Adult Services Department. Due to limited seating and table space, library staff may direct adults without children to the Adult Services Department for seating and workspace accommodations.