

1) MEETING ROOM USE

The library has two meeting rooms designed for use for educational, cultural, and civic betterment and may NOT be used for partisan, and purely social gatherings, entertainment, money raising or commercial purposes.

The library does not have kitchen or food preparation facilities. Light refreshments may be carried in and used in the room you reserve. You are requested to remove all trash following your meeting.

The library is not responsible for materials or equipment not owned by the library district.

All meetings should conclude **15 minutes before the library is scheduled to close**. Meetings should end by 7:45 p.m. Monday and Wednesday during Winter Hours. Meeting should conclude Tuesday, Thursday and Friday by 5:15 p.m. and Saturday meetings should conclude by 12:45 p.m. **Summer Hours:** Monday - Friday meetings should conclude by 5:15 p.m. except Wednesday during Summer hours and they should conclude by 7:45 p.m. and Saturday by 12:45 p.m.

Smoking is not allowed within the library at any time.

The library is a public supported institution and complies with the Missouri Sunshine Law (610.010, RSMo); i.e., all meetings held at the library shall be open to the public. Care for the facility is appreciated. Donations to cover the cost of maintenance of the free meeting rooms are appreciated, but not required, and can be made to the library district at any time.

2) LIBRARY CARDS

Library cards are issued to residents of Audrain County and reciprocal borrowing patrons of the Centralia Public Library, Daniel Boone Regional Library, Little Dixie Regional Libraries, Missouri River Regional Library and the Ralls County Library.

Some restrictions do apply to reciprocal borrowing patrons. Please present current ID (Missouri Driver's License, ID Card, or Passport) with current address. Residents not in Audrain County or a reciprocal borrowing county may purchase a library card for \$20 per year. If an Out-of-County patron pays Audrain County taxes, they may have a card Free of charge. They must present a Current Property Tax Receipt.

A replacement library card may be purchased for \$3.00.

3) UNATTENDED CHILDREN

The Mexico-Audrain County Library District welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library services. The Library is not equipped-and it is not the Library's role-to provide long- or short-term child care.

For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

Library staff members will be guided by this policy in situations, such as

- * An unattended child is found frightened or crying in the Library
- * An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child
- * An unattended child exhibits specific inappropriate behavior
- * An unattended child has not been met by a responsible caregiver at closing time

After evaluating the situation, Library staff members will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the Local Police Department.

4) FOOD & BEVERAGE RULES AND GUIDELINES

From Library Rules of Conduct:

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- * Consuming food or beverages in public areas of the Library not authorized by the Library Food and Beverage Guidelines.

FOOD AND BEVERAGE GUIDELINES:

The Mexico-Audrain County Library District strives to create welcoming, clean, and comfortable environments for the public. Consistent with this goal, the Library has adopted the following guidelines for the consumption of food and beverages in public areas of Library facilities:

- * As authorized by the Library, light refreshments may be consumed in Library meeting rooms, and at special events.
- * Consuming beverages from lidded containers is permitted in the Library meeting rooms. Lidded containers include covered coffee, water, soda, and juice cups, glass and plastic beverage bottles, and beverage cans.
- * Babies may be nursed in the Library.

5) CONFIDENTIALITY OF LIBRARY BORROWER INFORMATION

PURPOSE

The purpose of the Confidentiality Policy is to ensure confidentiality of borrower information in The Mexico-Audrain County Library District.

POLICY

It is the policy of The Mexico-Audrain County Library District to protect the privacy of those who use the Library. Staff members and volunteers shall protect information about Library borrowers, their requests for information and materials, the online sites and resources they access, and their loan transactions, and shall not transmit such information to individuals or to any private or public agency without an order from

a court of competent jurisdiction, or as otherwise required by law. : By sending his or her library card with another party, a borrower may allow a party to act on his or her behalf for checkout of materials.

The Mexico-Audrain County Library District keeps the minimum number of records necessary for maintaining operations. For example, when a customer logs off a Library computer, no information is retained that identifies the customer to the computer session. Also, when a customer returns materials to the Library, information about what was checked out is automatically deleted, unless the customer has fines for lost or damaged items.

6) MATERIALS DONATION

POLICY

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of the Mexico-Audrain County Library District and will be placed where most appropriate. Material not utilized in the Library's collection will be transferred to the Friends of the Library, a non-profit organization, for use in their semi-annual book sales. The proceeds from the Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.

7) Cell Phone Policy

Many people come to the Library to find a place to read, study, and use the Library's technology. The Library recognizes the need for its patrons to stay in touch with family, friends, and associates, but would ask the patrons to please respect other patron's needs and observe the following guidelines for cell phone use in the Library.

Please turn the cell phone off or the ringer to a non-noise (vibrate) setting upon entering the library. Patrons making calls on a cell phone shall go to the Foyer or leave the building to make the call. Patrons receiving calls on a cell phone shall immediately go to the Foyer or leave the building to continue their conversation. The Library reserves the right to ask a patron to leave the Library if they are using their cell phones in an inappropriate manner and/or disturbing other patrons. Refusal to comply with this policy or its intent may result in the offending party being required to leave the library.

Further offenses may result in longer terms of suspension of Library privileges.

Approved 7/12/06 reviewed 3/2021
Mexico-Audrain Library Board of Trustees