

**Thomas Memorial Library**  
**Policy Manual**  
**Use Policy**

As a public library, the Thomas Memorial Library's primary responsibility is to serve the general public. During prescribed hours, the Thomas Memorial Library will be open, and its books and services will be available to the public. People of all ages are welcome in the library for any period of time provided they follow the library's rules of conduct (see below). Use of the library shall not be denied to any person for racial, religious, economic, or political reasons. However, use of the library may be denied to any person who, in the judgment of the Library Director and Trustees, habitually fails to return books on time, or to pay fines due, damages books or library property, or causes undue disturbance to other patrons. Requests for services by groups or individuals that interfere with or curtail service to the general public will be deemed excessive and may be limited at the discretion of library staff.

**Use of the Library by Minors**

The Thomas Memorial Library, in accordance with the Library Bill of Rights, does not restrict the access of minors to any library materials. The responsibility for the safety and behavior of children visiting the library rests with the parent, guardian, or assigned chaperone, not with the library staff. Children under the age of six must be accompanied by an adult at all times. In the interest of safety, parents or guardians must pick up children under the age of sixteen by the close of the library's business day. Children left on library property at closing will be brought to the attention of the Cape Elizabeth Police Department.

**Use of the Library By Groups**

In fulfillment of its mission, the Thomas Memorial Library welcomes the opportunity to educate the public on better use of the library facility. Toward this end, the Thomas Memorial Library will seek to accommodate visits by organized groups (e.g., schools, clubs, organizations). The library requires groups to schedule in advance appropriate times for visits. In order to avoid excessive service demands, individual group members may not register as patrons or check out materials during group visits.

**Rules of Conduct**

Library users are expected to conduct themselves in a courteous manner, not interfering in programming, the use or enjoyment of the library by others, or the library staff.

Cell phone ringers shall be on mute or vibrate in the library and no phone zones shall be established by the Director.

Any state and local law or ordinance will be observed while on library grounds. No soliciting, unless permitted by the Board of Trustees, will be allowed.

Those failing to adhere these rules will be asked to leave.

**PUBLIC ACCESS COMPUTERS**

Patrons are welcome to use computers but will be mindful of extended use if there are others waiting.

No more than two people can use a workstation at one time.

Any behavior or use of the computers that disturbs others will not be tolerated, such as loud music from a web site, or any other behavior that is offensive to other library users.

Federal and State communication laws must be observed.

Users may not write to the hard drive or in any other way change the system configurations. The Library's software may not be copied for personal use; doing so is a violation of copyright laws and the Library's licensing agreement with the software suppliers.

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Users may print only one (1) copy of any item, and then use the photocopier to make duplicates at fifteen (15) cents per Page.

Library computer privileges will be suspended as a result of any inappropriate use of the library's computers.

It is not the purview of the library staff to provide extensive training on the computer; manuals are available for patron use.