



## **Parkersburg and Wood County Public Library**

**3100 Emerson Ave., Parkersburg, WV 26104-2414**

**Phone (304) 420-4587 Fax (304) 420-4589**

**[Http://parkersburg.lib.wv.us](http://parkersburg.lib.wv.us)**

### **LIBRARY GUIDELINES**

- 1. If you need help finding anything please ask a staff member.**
- 2. If you have any suggestions to improve the Library's service, please let us know.**
- 3. Please feel free to speak quietly in the Library with respect for other persons; this includes use of cell phones.**
- 4. In order to maintain a safe and friendly environment, we will ask destructive, abusive, or disruptive people to leave the Library. Running, horseplay, and fighting are prohibited inside the Library and on Library grounds.**
- 5. Tobacco products are not allowed in the Library.**
- 6. Animals are not permitted inside the library with the exception of documented service animals.**
- 7. Help us keep the Library neat and clean by disposing of all trash in trash cans.**
- 8. Library staff is not responsible for the safety of children left unattended on the Library property.**
- 9. Local telephone calls may be made on the Library telephone at the discretion of the Library staff. No long distance phone calls are allowed.**
- 10. Paging on the intercom may be done by staff at their discretion.**
- 11. Library staff members are prohibited by law from divulging to members of the public any personal information, reference questions, or transactions with the Library by a Library patron (including a family member). (WV Code 10-1-22)**
- 12. Injury to or theft of, Library property is punishable by fine and/or imprisonment (WV Code 10-1-10). Also willful retention of Library property (not returning Library materials) is a misdemeanor and may be punishable by a fine of not more than \$200 (WV Code 10-1-11).**
- 13. Every Library staff member has the authority to enforce these rules. One verbal warning will be issued prior to dismissal from the Library, unless the activity is of an illegal nature whereby the police will be contacted immediately.**

**If the disruptive person is a minor, s/he will be asked to telephone the parent or guardian to come to the Library and take him/her home. The Police will be contacted if a guardian or parent is unavailable.**

**If a disruptive person refuses to obey these rules, becomes hostile, vulgar, violent, or refuses to leave the Library when dismissed, Library staff will contact the police to have the disruptive person removed from the building.**