



Library Courtesy Policy

Authority: Newberg City Council

Update history: Adopted by the Newberg Library Advisory Board-October 17, 2007, Adopted by the Newberg City Council-November 19, 2007, Revised by the Newberg Library Advisory Board-August 16, 2018, Adopted by the Newberg City Council-April 1, 2019, Revised by the Newberg Library Advisory Board-March 16, 2023

Our goal is to offer the best service possible to library patrons and visitors in an inviting environment. We have established the following basic rules of courtesy so that our library facilities are pleasant places for all to visit and enjoy.

While in the library, please ...

- Keep all beverages in covered containers.
- Do not bring in or consume food at the library, exceptions made for sponsored library programs.
- Clean up after yourself by putting items that belong in the garbage or recycling in their proper place.
- Leave items that take up seating or create obstacles outside the library, including bicycles, skateboards, scooters, carts or large backpacks.
- Limit your personal items to one item that fits within a space designated by the library, not including bookbags for library materials.
- Keep personal items with you.
- Use library materials, furniture, equipment, fixtures, etc. in the manner they are intended to be used.
- Keep voices and audio equipment at a quiet, personal volume that does not disturb or disrupt others.
- Walk at all times.
- Remember that the elevator is not a toy. You must be 10 years and up to ride alone.
- Always supervise children and dependents. Children under 10 may not be left unattended.
- Leave Children's and Teen's areas of the library once you have completed your immediate business there if you are over the age of 18, unless accompanying a person under the age of 18.
- Wear footgear, shirts, and sufficient clothing.
- Keep all animals, except assistance animals (i.e., service animals) outside the library and away from the doors or walkways.
- Avoid strong scents like perfume, cologne, or body odor that could disturb or disrupt others.
- Keep any surveying, distribution of printed materials, proselytizing, soliciting for sales, charity, or panhandling outside the library and away from the front doors and stairs, except for library-related activities approved by the Library Director.
- Follow the directions of library staff and emergency personnel in the event of an emergency.

So that everyone may have a safe and enjoyable experience...

- No smoking, vaping (including marijuana), or preparation of such substances inside the library, or within 10 feet of doors or windows.
- No possessing or consuming alcohol or drugs or showing signs of intoxication.
- No disruptive or disorderly conduct, or harassment of patrons or staff. This includes disruptive activities, language, and internet viewing/listening options.
- No destroying, defacing, or abusing library property.
- No sleeping or loitering.
- No laying or lounging on surfaces or sitting on the floor when not actively browsing shelves, participating in library programs, or engaging with a child.
- No personal grooming in the library or bathrooms such as bathing, shaving, washing hair, nail clipping, etc.

In addition to the above, violation of any Federal or State statute or local ordinance will be regarded as a violation of library rules. The City of Newberg reserves the right to cause to be ejected or refuse further admission to those individuals who violate library rules, create disorder, or engage in illegal activity. Violators are subject to arrest for Trespass under Chapter 9.25.010 of the Newberg Code. These sanctions are not exclusive and any other remedies available at law or equity to obtain compliance with these rules will be pursued.