

SECTION 5 – Security Policies

Revised and effective 2/17/22
Revised and effective December 8, 2023
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Guidelines for Library Use

The Board of Trustees of Cumberland County Public Library (CCPL) has adopted this policy to outline behavior expectations for all customers. We ask that everyone help maintain a welcoming, safe and pleasant environment.

CCPL follows all county, state, and federal laws and ordinances. Customers and staff have the right to use the library free from threat, harassment or disruptive behavior.

Failure to meet customer expectations may result in suspension of library use for a day or longer. Law enforcement may be called if a customer refuses to leave when directed or engages in illegal activity on library property.

Customer Expectations:

1. **Follow the law** – do not engage in illegal activity. Weapons are not allowed.
2. **Use respectful behavior and language** – do not use abusive or threatening language towards library staff or customers. Do not engage in disorderly, disruptive or destructive behavior.
3. **Avoid solicitation** – do not solicit, sell or distribute materials of any kind.
4. **Dress appropriately** – Clothing must cover the body in a manner suitable for a family-friendly environment. Shoes are required.
5. **Animals** – pets and emotional support animals are not permitted in the library. Service dogs are always welcome.
6. **Manage personal belongings responsibly.**
 - Belongings must not block aisles, doorways, exits or create a safety hazard.
 - Belongings, hygiene and clothing must not produce strong or offensive odors, leak fluids or otherwise be unsanitary.
 - Belongings must not take up so much space that they interfere with safe and effective use of the library.
 - Staff may ask customers to consolidate items, remove unsanitary belongings or reduce the volume of items brought onto library property.
 - Personal items must remain within the owner's sight and may not be left unattended (so that all personal items remain with the intended owner). Items left unattended for more than 15 minutes are subject to removal. The library is not responsible for lost, stolen or damaged items.
7. **Use the library appropriately** – no bathing of any kind; shaving or washing clothing is not allowed.
8. **Keep the library clean** – food and drinks are only allowed in designated areas, which ensures a clean, welcoming environment for all. Please dispose of any trash responsibly using provided cans and bins.

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9. **Stay awake** – to support everyone’s safety and well-being, customers may be asked to remain awake while in the library.
10. **Respect youth spaces** – the children and teen areas are for youth, their parents/caregivers and those interested in youth literature.
11. **Ensure child safety:**
 - Children aged 7 and under must be with a responsible adult.
 - Youth aged 15 and under may not be left on library property after closing.
 - If parents/guardians cannot be contacted, staff will notify the Sheriff’s Office; repeated incidents may be reported to the Department of Social Services
12. **Noise and Environment** – so all customers can use the library comfortably, customers are asked to:
 - Refrain from using a speakerphone or playing audio aloud.
 - Keep devices on silent or low volume.
 - Use headphones at a level that cannot be heard by others.
 - Limit phone conversations and take lengthy calls outside of library spaces.
 - Keep noise to a minimum in designated quiet areas.