

The Anne Arundel County Public Library is committed to providing to residents of Anne Arundel County educational, cultural, recreational and informational materials and services. The Board of Trustees of Anne Arundel County Public Library establish the following rules in order to facilitate the broadest and most equitable use of the Library facilities:

1. Respect for the rights and needs of all Library users shall be maintained at all times and use of the Library's materials shall be so supervised that the broadest number of people can be adequately served.
2. All members of the public will so conduct themselves that they will not interfere, by their actions or speech, with the legitimate rights of other Library users.
3. Conduct considered improper in the Library includes, but is not limited to:
 - A. Public disturbances;
 - B. Offensive or abusive language, talking in loud tones or making other loud noises;
 - C. Sleeping;
 - D. Gambling;
 - E. Loitering;
 - F. Using, possessing or being under the influence of alcohol, narcotics or hallucinogenic drugs;
 - G. Offensive personal hygiene;
 - H. Staring;
 - I. Harassment of others;
 - J. Indecent exposure; and
 - K. Sexual acts.
4. In order to maintain a safe and pleasant environment for children and parents in the children's area, adult customers who are not engaged in Library activity which requires materials from the children's area may be asked to relocate to other areas of the Library. Due to high demand, some branches may limit the use of computers in the children's area to one caregiver per child/children.
5. In order to provide a safe and inviting space for teenage customers to engage in individual and group activities, teen areas, including seating and designated computers, are reserved for use by teens between the ages of 11 and 18. Customers who are not engaged in Library activity which requires materials from the teen area may be asked to relocate to other areas of the Library.
6. Parents/caregivers are responsible for supervising their children while in the Library and ensuring that their children obey Library rules and regulations. Parents/caregivers may not leave children under the age of eight unattended in the Library at any time (MD ANN Code, Family Law5-801). The State of Maryland requires that a caregiver be at least 13 years old. Police may be notified if children are left unattended at closing.
7. Food is permissible only in Library meeting rooms. Alcoholic beverages are not permitted without Board approval. Other beverages in covered containers are permitted in the Library except at public computer stations and in the Annapolis Maryland Room.
8. Any form of tobacco use and smoking in all forms, including the use of electronic cigarettes and smokeless tobacco are not permitted. Open fire is prohibited in the Library, including the use of candles in the meeting room. Smoking is not permitted within 25 feet of the building.
9. Appropriate attire is required. For example, shoes and shirts must be worn. Bathing suits are not proper attire.
10. Library furnishings and materials are not to be rearranged or disarranged by customers without permission of the branch manager or designee.
11. No loitering in, nor overcrowding of, toilet facilities shall be permitted at any time.
12. Only animals assisting people with disabilities are allowed in the building. Animals may not be tied or unattended on Library grounds or in the building. (Anne Arundel County Code, Article 12, Title 4, Subtitle 8-801,9-905).
13. Solicitation of funds, distribution of literature or promotional material, and the sale of goods are forbidden by any person or agency other than the Library System or those approved by the Library Board of Trustees.
14. The circulation, distribution or displaying of petitions in Library buildings or on Library grounds is forbidden by any person or agency other than the Library System, subject to these exceptions:
 - A. The circulation, distribution and displaying of petitions will be permitted on Library grounds conditioned upon, and in accordance with, permission granted in writing by the Library branch manager or person in charge which designates when, and on which parts of the Library grounds, such activities may be conducted.
 - B. The circulation, distribution and displaying of petitions within a group while using a Library meeting room is allowed within the meeting room.
15. Library materials must be checked out before they are taken out of the building. Packages, briefcases and any other container may be examined before customers and staff leave the building.
16. A security system protects the Library collection against unauthorized removals. All customers and staff must follow reasonable requests to determine what materials have activated the alarm when passing through the system.
17. Cell phones must be set to silent or vibrate and may not be used in Library-designated Quiet Rooms.
18. Inappropriate use of bicycles, skateboards, roller skates or other sports equipment in the building and grounds is not allowed.
19. All Library users must follow the rules for Library computer use outlined in the AACPL Internet Statement.
20. The settings on the Library's printers may not be changed. Customers may only use paper provided by the Library. Printing on labels and envelopes is not allowed.
21. No person shall be allowed to possess, use or threaten the use of any weapon or other object in such a manner that it may be considered a weapon in Library buildings or on Library property, with the exception of those carried by authorized law enforcement agents. One-time exceptions to this policy may be made by the branch manager for objects used in conjunction with a Library program or used by a meeting room user group during the course of their meeting.
22. All customers must follow all reasonable requests of the Library staff. Failure to comply with one or more of the Library's established regulations may result in suspension of Library privileges. Suspension of Library privileges may be appealed to the Library Chief Executive Officer in writing.

Approved by the Library Board of Trustees October 2015.