**Admission to the Library**

The library is open to everyone, regardless of residency status.

All users must possess a current library card and show it on request. Applicants for a library card will be required to provide a photo ID.

Children under 12 must be accompanied by an adult.

**Conduct within the Library**

Noise, disturbances, or unseemly behavior is prohibited.

No food or drink (other than bottled water) is permitted in the library.

Cell phone use is prohibited within the building. Cell phones should be switched off or set to silent mode.

Library users may be asked to present their bag for inspection, as well as any books or folders they are carrying.

Any damage or defacement of library property is strictly prohibited. Users found damaging materials will be subject to disciplinary procedures.

**Terms of Borrowing Materials**

Anyone possessing a current library card may borrow items from the library.

Loans may normally be renewed if the material is not on reserve for another user.

Items in the Reference Collection cannot be issued on loan.

Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and return of items loaned.

All items borrowed must be returned within the stipulated loan period. Failure to do so will result in a fine. Fines vary based on the type of material borrowed.

Where an item is lost, returned damaged, or not returned after a reasonable period of time, the borrower will be charged for the item at replacement cost.

**Use of Items within the Library**

No book or other library property may be taken from the building at any time without authorization.

Special rules (displayed in the Archives Reading Room) apply to the use of rare books, manuscripts, and other materials in the Archives Reading Room.

**Enforcement of Library Policies**

Failure to observe any of the foregoing provisions may be dealt with by a librarian or an authorized representative, who may take such action as is reasonable in the circumstances.

Any user who is dissatisfied with a decision of the librarian may appeal to the Chairman of the Mountain View Public Library Board of Trustees. The Chairman may nominate two members of the Committee to form a panel to review the case.