

SUNSHINE HALL FREE LIBRARY  
By-Laws & Policy Manual  
(Approved: December 18, 2012)

**C. FAMILY LEAVE**

The Director may use sick/personal/vacation time for Family Leave. Continued compensation may be given under the Disability Insurance.

**D. JURY DUTY**

- 1) Absence for jury duty will be compensated for only the employee's normally scheduled hours of work.
- 2) Arrangements for jury duty must be made when the notice is received.
- 3) Jury duty pay is to be given to the Library.

**E. HOLIDAYS**

The director will be paid for the hours they would have worked on legal holidays that fall on days the employee is normally scheduled to work.

**F. BEREAVEMENT**

Each employee shall receive up to three days bereavement leave in the event of the death of any immediate (or immediate like) family member, without charge to any accrued leave. Such leave is to be used at the time of bereavement. "Immediate Family Member" shall include spouse, child, parent, parent-in-law, grandparent, sibling, or other person(s) with whom the employee may reside and have an immediate family-like relationship.

**V. CREDIT CARD POLICY**

- A. The Sunshine Hall Free Library will establish charge accounts with suppliers and businesses that will recognize the Library's tax-exempt status and bill the Library for purchases made by authorized personnel. The Director will hold the charge cards. The establishment of centralized purchasing will alleviate the need to accommodate more than one purchaser.
- B. The Director of The Sunshine Hall Free Library shall hold the bank credit card (VISA).

 **VI. PATRONS CODE OF CONDUCT**

- A. To allow all patrons of the Sunshine Hall Free Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees had adopted the following rules and regulations:
  - 1) Patrons shall engage in activities associated with the use of the library such as reading, studying, using library materials or participating in scheduled events. Those loitering will be asked to leave the premises.
  - 2) Patrons shall respect the rights of other patrons. Patrons shall not harass or seriously annoy others through noisy or boisterous activities or by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff. Those exhibiting these types of behavior will be asked to leave, if the behavior warrants the patron will not be allowed to return. (See #16).

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- 3) Patrons shall not consume food or beverages in the library unless it is in conjunction with an event or activity that provides food and beverages. Smoking and the use of tobacco are not allowed in the library.
- 4) Patrons shall not be under the influence of alcohol or drugs in the library.
- 5) Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers.
- 6) Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
- 7) Patrons shall not interfere with the use of the library by other patrons, or interfere with the library employees' or volunteers' performance of their duties.
- 8) Patrons shall not deface or mar any library materials. Nor shall they deface, mar or in any way destroy library furnishings, walls, machines or other library property. Patrons shall not place their feet on tables or chairs.
- 9) Patrons are required to wear a shirt and shoes in the library. Inline skates, rollers skates or skateboards are not allowed inside the building or in the respective library owned parking areas. Parking lots are strictly for the use of visiting patron vehicles and employees of the library. There shall be no bike riding, skateboarding or loitering on library owned property.
- 10) Patrons may not leave a child under the age of seven unattended in the library.
- 11) Patrons of all ages are not permitted to run, rough house, climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property. Library furniture shall be used according to accepted standards, the library does not allow laying down, sharing chairs or sleeping. Patrons engaged in such activities will be asked to change their behavior or leave the premises.
- 12) Patrons shall not bring pets or animals into the library except those that are required to assist a patron with a disability.
- 13) Each patron shall be responsible for any fines, fees or other charges incurred on their card in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.
- 14) Any material removed from the library must be checked out on a valid library card or through other standard library procedures. Movies will be limited to three per library cardholder, including weekends.
- 15) Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary.
- 16) The Library Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.