



### **To Do:**

- **Respect for others:** All visitors should be respectful of others in the library, including staff members and other patrons. This includes refraining from disruptive behavior, abusive language, or any other behavior that may be deemed disrespectful.
- **Library materials:** Visitors must respect the library's materials and facilities, including books, computers/laptops, and furniture.
- **Appropriate attire:** All visitors should dress appropriately and wear clothing that is respectful to others. Shorts are not allowed
- **Children:** Children under a certain age should be accompanied by an adult at all times in the library.
- **Internet Use:** The use of library computers/laptops for illegal activities, accessing inappropriate content or material, or engaging in disruptive or harmful behavior is prohibited.
- **Staff authority:** Library incharge have the right to ask visitors/members to leave the library or cancel their membership without any prior notice if they violate any of the rules, engage in inappropriate behavior, or pose a threat to the safety of other members or staff.

### **Not to Do:**

Engaging in conduct that disrupts or interferes with normal operations of the Library, or that disturbs staff or other Library visitors. Such conduct includes:

- ❖ Having a knife, gun, or any other weapon.
- ❖ Making unreasonable noise, including loud talking on a cell phone, conversing with another person noisily or otherwise.
- ❖ Harassing or threatening behavior.
- ❖ Smoking or using alcohol or illegal drugs.
- ❖ Sleeping in the Library or at the Library's reading areas.
- ❖ Eating and drinking except in designated areas
- ❖ Selling any goods or services.
- ❖ Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- ❖ Engaging in any activity in violation of a Library policy.

### **Please be Aware that:**

- ✓ The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- ✓ Visitors are not permitted to bring any large bags or bags with wheels into the Library.
- ✓ Library security and staff can inspect any of your belongings when you come in or leave.
- ✓ Library staff and security officers can ask visitors to show their Library cards or other ID at any time.
- ✓ Large groups that want to visit the Library have to get permission before they visit.
- ✓ Photography and recording are not allowed on Library premises without prior permission.
- ✓ The library cannot guarantee a seat for all patrons, especially during peak hours.
- ✓ Chughtai Public Library is a reference library, which means books are not checked out.
- ✓ Some seats are reserved for women. Remaining seats are available on a first-come, first-served basis, regardless of gender.

For Further Details: <https://www.chughtailibrary.com>

Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_