

KEEP THIS AT THE LIBRARY

Odell Public Library Usage Form

(please fill this out even if you already have a library checkout account)

Last Name/First Name of Patron: _____

Parent name (if under 18): _____

Mailing Address: _____

City, State, Zip Code _____

Email Address (or parent email): _____

Cell Phone: _____

Parent Cell Phone (if under 18): _____

Please read the following rules and guidelines for using the Odell Nebraska Public Library:

Age Limits/Parental Supervision/Permission

1. Preschool and younger children must have a parent with them at all times in the library.
2. Elementary aged children can be in the library by themselves, but must have the Parental Permission form filled out and on file at the library. They must have a library card with them also. (these are issued at the Library)
3. Junior & Senior high school children and young adults can use the space at any time without parental permission.
4. IF there are any behavior issues at any time with any ages of kids, a parent will be contacted, after fair warning. (see list below). This also includes Programs offered at the Library.

Behavior issues that may require a call to a parent (after fair warning)

- a. Bullying
- b. Physical fighting
- c. Verbal fighting
- d. Food and Drink misuse
- e. Misuse of books, furniture, etc. within the space
- f. Any other volunteer judged discipline issues.

Using the Space

1. Food and Drinks are allowed in the library space. They must be kept on or around the kitchen space. If you are studying at a desk you can have a drink with you.
2. If anything is spilled, please let the volunteer know immediately and help clean up if possible.
3. As with any library space, noise should be limited. Patrons should be aware of others using the space and adjust any noise accordingly. If patrons wish to listen to things on their devices, it is recommended to use earbuds/headphones.
4. The Library is an excellent space to do homework or work on small group projects.

5. Use of electronics will be allowed in the space. We do encourage any youth using the Library space to make use of the books we have in our collection. It is not the intention for the library to be a space where youth are sitting and using their phones and social media when they are in the space.

Services/Media/Books

1. Internet Usage is free within the Odell Nebraska Public Library
2. The library does have 2 chromebooks that can be used within the space if needed.
3. The library does have a color printer that can be used by the public, with a small fee to print or make copies
4. Books can be checked out for 3 weeks. DVDs for 1 week. Call to renew or go to your libib.com account and renew on your own. IF a book has a HOLD (request from another patron for the book), a library volunteer will contact you.
5. There are some reference & history materials in the library that are LIBRARY use only and will be marked as so.

Coffee Bar/Kitchenette Space

1. Coffee will be provided in the mornings when the library is open. The Library does accept any free will donations toward this.
2. The Library does have an ice machine that is open to public use. It is asked that you wash or sanitize your hands before using. You should use the scoop to get ice and not your hands.
3. There is a small water faucet on the kitchen sink that can be used by the public (fill water bottles etc)
4. Please ask for permission to use the Coffee Maker or Refrigerator.

Need of extended hours

If for some reason a student or adult needs to make use of the library space outside of our regular hours, please contact one of the Board members and we will try our hardest to accommodate!

I have read the above rules and regulations of the Odell Public Library. I agree to follow them

Signature: _____

Signature of Parent/Guardian (if younger than 7th grade) _____

USE OF SPACE FOR OUTSIDE GROUPS

1. Fill out a Community Space Form to indicate when you would like to use the space and what it is for. Contact a Volunteer to check the calendar. We are not responsible for any accidents or damage that occurs. The space can be used “in good faith” that any damages will be reported to the Library Board.
2. The Odell Nebraska Public Library does not charge for use of the space for small events, meetings, etc., but does accept free will donations.

COPY FOR PATRON TO TAKE WITH THEM

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