

## **WEEKS PUBLIC LIBRARY BEHAVIOR POLICY**

The Trustees and staff seek to provide a comfortable environment for all library users. We encourage people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports library services. We expect all library users to observe common courtesy toward other library users and library staff.

Disruptive and discourteous behavior includes, but is not limited to, misuse of library property and any actions that disturb others, disrupt library operations, or prevent the legitimate use of the library and its resources. Those who violate these rules may be asked to leave or may have their library privileges abridged or denied to the extent necessary to deal with the problem. No one may interfere with any other person's ability to use the library or staff's ability to provide service.

### **RULES OF LIBRARY BEHAVIOR**

1. Appropriate attire, including shirts and shoes, shall be worn at all times.
2. The library is a smoke-free and drug free environment.
3. Library users shall respect the rights of others and not engage in loud or unruly conversations or activities, profane or abusive language or gestures, use of audio devices without headphones, or other potentially disturbing actions.
4. Harassment of others, either verbally or by physical actions is prohibited. This includes any actions that library users or staff members perceive to be harassing.
5. Threatening the safety of another person and/or possession of weapons is prohibited.
6. The use of alcohol is prohibited.
7. Non-alcoholic beverages may be consumed in the library if they are brought into the building in a covered container and kept away from computers and other electronic equipment. Food may be consumed as long as trash is disposed of properly.
8. Only animals assisting persons with disabilities or for training or library programming purposes are allowed in the library.
9. Children under 10 may not be left unattended in the library and must be supervised by an adult or caregiver 16 years or older. Please refer to the "Unattended Children" policy for more information.
10. Theft of or damage to library property is prohibited and may result in appropriate prosecution and/or necessary restitution.
11. Tampering with or changing configurations or software on library computers or displacing, disabling or unplugging library equipment is not permitted.
12. All solicitation, selling, canvassing, posting or interviewing unless approved by the Director or Board of Trustees is prohibited.
13. Roller blades, roller skates, skateboards, scooters or other such devices may not be used on library property.
14. Personal property left unattended is the responsibility of the library user.

15. Police will be called when conduct is illegal, when it poses a threat to the library or an individual, or when an individual refuses to leave the library when asked to do so.

Violations of this policy will result in increasing levels of action starting with asking a library user to leave the library. In the case of a juvenile, the violator will be given the opportunity to call his or her parent or guardian before leaving the building. The level of action will be determined on a case-by-case basis and shall be dealt with by the staff member observing it. Recurring problems should be referred to the Director. Only the Director in consultation with the Police and the Trustees may ban an individual from the library. A library user may appeal any such decision to the Board of Trustees who will review any appeals at their next scheduled meeting.