



# Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 500 – 001

GROUP: **Conduct in the Library**

TITLE: **Code of Conduct**

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The purpose of the **Wadleigh Memorial Library**, acting in accordance with New Hampshire Library Laws, is to provide and promote access to materials, resources and programs to meet the educational, cultural and informational needs of all community members regardless of ability, age, sex, race, color, sexual orientation, gender identity, ethnic origin or creed. To promote this purpose and to make the library an accessible, safe and comfortable place for all of our patrons, the Trustees require that all persons on library premises observe the Code of Conduct.

## LIBRARY POLICY: CONDUCT IN THE LIBRARY AND ON LIBRARY GROUNDS

- A. **Disruptive Behavior.** Library patrons and others on library property may be asked to leave the library and its grounds for exhibiting disruptive behavior. Disruptive behavior may include running, throwing, eating, littering, loud or abusive talking, fighting, moving furniture, inappropriate public displays of affection, vandalism, interfering with the reasonable activities of other patrons, or any other behavior that is inappropriate.
- B. **Vandalism.** In accordance with RSA 202-A:24, “Any person who shall willfully (sic) or maliciously deface, damage or destroy any property belonging to or in care of any gallery or museum or any state, public, school, college or any other institutional library, shall be guilty of a misdemeanor. Any such person shall forfeit to or for the use of such library, gallery, or museum, 3 times the amount of the damage sustained, to be recovered in an action in the superior court.”
- C. **Loitering.** Persons are prohibited from loitering on the library premises in a manner which interferes with the normal activities of library patrons or staff, or which blocks or obstructs doorways, hallways, passages, aisles, sidewalks, driveways or the parking lot.
- D. **Unattended Children:** please see separate policy.
- E. **Animals:** animals or pets are prohibited from the library building except for service animals or animals that are brought into the building as part of a library sponsored program.
- F. **Appropriate Dress:** Shirts and shoes are required inside the library. Skates (ice, inline or roller) may not be worn in the library.
- G. The Library reserves the right to photograph the premises.
- H. Prohibited behavior includes but is not limited to the following:
  - There shall be no more than one person to a chair. No sitting or lying on tables or on other persons. No lying on the floor.
  - Smoking and vaping are prohibited in the library.
  - Eating and drinking are only permitted in designated areas of the library.
  - No swearing or profanity. No loud talking or yelling.

- No electronic viewing or listening devices are permitted without earphones and volume must be kept low.
- Public bathrooms are meant for one person at a time unless a parent is accompanying their child or a caregiver is accompanying a charge.
- Patrons should turn off cellular telephone ringers while in the library. Cell phone conversations are only allowed in the library lobby and should be kept at low volume so as not to disturb other patrons.
- Running in the building or in and out of the building is prohibited.
- Patrons are responsible for their personal property. Book bags, knapsacks, etc. are to be kept with their owner at all times, under tables or chairs, not in aisles.
- Outerwear (jackets, coats, etc.) should be hung on coat racks or backs of chairs, not dropped on floor.
- Skateboarding is prohibited on library premises. Skateboards must be checked at the Circulation Desk.
- Patrons using library computers shall not view or print pornography or pictures showing explicit sexual activity or violence. Use of library computers for any illegal or inappropriate activity is strictly prohibited. Library staff will contact the police if illegal activity is observed or reported.

Persons abusing the above guidelines may be asked to leave; those refusing to leave or who have been ejected for repeated offenses may be banned from the premises. The library staff reserves the right to contact the Milford Police Department for assistance in any situation. Persons banned from the premises who enter onto the premises without express written permission from the Library Director or an authorized representative may be prosecuted in any appropriate manner authorized by law. Those penalized for violating the Library Rules may make a written appeal to the Board of Trustees who have final jurisdiction.

Reviewed on 12/20/2022  
 Approved as amended, 6/19/2018  
 Approved as amended, 3/25/2013  
 Re-approved 10/17/95, 5/20/03  
 Board of Trustees  
 Wadleigh Memorial Library  
 Reviewed by Town Counsel 3/5/92