

Durham Public Library Code of Conduct

Library Rules

The Durham Public Library welcomes patrons of all ages to enjoy a safe and supportive environment. As such, the Library and Board of Trustees has adopted the following Code of Conduct and asks that all patrons be considerate of others while they enjoy all that the Library has to offer. Visitors to our Library shall refrain from activities that detract from the enjoyment of the Library by other patrons. The following activities and behaviors are not permitted at the Library:

- Damaging, defacing, destroying, or misusing Library property including building, grounds, collection, and other equipment, including computer and peripheral equipment (*RSA 202-A:24*);
- Theft of item(s) owned by the Library or Library patrons (*RSA 202-A:25*);
- Any conduct that interferes with the use or enjoyment of the Library by other patrons;
- Disregard of Library rules and procedures;
- Poor personal hygiene or strong odors that interfere with others ability to enjoy the Library.
- Disorderly conduct including loud, boisterous, abusive, or improper speech or behavior including, but not limited to, loud talking, crying, raucous laughter, offensive language, or any combination of these behaviors (Title LXII; Section 644-2 NH State Criminal Code);
- Running, hitting, kicking, or roughhousing in or around the Library;
- Any illegal act;
- Receiving or placing cell phone calls which may be overheard by others;
- Fighting or provoking a fight;
- Smoking;
- Being under the influence of, or possessing, any intoxicant or controlled substance (except as may be authorized by prescription);
- Intentional sleeping;
- Obstructing any Library entrance, exit, or passageway;
- Unattended children under the age of 10 without the direct supervision of a person 14 years of age or older;
- Unsuitable dress— Shirts, pants, skirts, or shorts and footwear are required of all patrons including toddlers who can walk.
- Canvassing, surveying, campaigning, and/or otherwise proselytizing;
- Selling products or services or soliciting donations except as authorized by the Library;

- Violation of any public health order;
- Bicycling, in-line skating, skateboarding, or using other such devices on Library walkways and steps;
- Bringing animals into the building other than service animals (as defined by RSA 167-D), unless permitted by the Library Director;
- Refusing to leave the Library or property as requested or required;
- Mistreatment of Library staff including, but not limited to, yelling and disrespect.

Penalties

Use of the Durham Public Library may be denied or restricted by the Board of Trustees or the Director for due cause. The Library Director, or designated staff person, may ask a patron to leave the building, however any restrictions/denials longer than twenty-four (24) hours must be approved by the Durham Public Library Board of Trustees.

Patrons who continue to violate the Durham Public Library Code of Conduct or pose a threat to the comfort and safety of other patrons and staff, may have their library privileges suspended for a time specified by the Library Director. Patrons who are banned from the Library will be notified in writing whenever possible.

Appeals

Any individual subject to disciplinary action may appeal, in writing, the decision of the Library Director to the Library Board of Trustees. The individual may request a non-public meeting (RSA 91-A:3) in person with the Library Board of Trustees. The decision of the Library Board of Trustees is final.

Objections to Library Resources

The Library will review, consider and respond to all comments and questions about library materials, services, programming, and policy although greater weight may be given to the requests of eligible cardholders, who are the Library's constituents. Any individual who wishes to provide comments or questions about any item(s) in the collection or the services and programs the Library provides to the community should complete a [REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE FORM](#). Requests for reconsideration will be reviewed by the Director who will respond to the requesting individual in writing within thirty days with a decision on the request. If dissatisfied with the Director's decision, the individual may appeal the Director's decision to the Library Board of Trustees. The appeal must be in writing and filed within 7 days of the Director's written decision by delivery to the Library Director. The Board of Trustees will review the individual's written appeal request, the original Request for Reconsideration of a Library Resource Form and the Director's decision at the next available regular meeting. This may not be the next scheduled meeting if the agenda has already been published or if there is a full agenda already established. The individual will receive a letter with the Board's decision on the appeal within thirty days of the meeting at which the appeal is considered. The Board's decision is final and will remain in effect for a term of five years during which a challenged resource will not be subject to further challenge absent recommendation from the Director.