

Holliston Public Library Rules Of Conduct

The Holliston Public Library makes every effort to create and maintain a safe, comfortable, and peaceful environment in which all patrons and staff may use, share, and enjoy the library's resources. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, staff, and volunteers and to preserve the library's materials, equipment, facilities, and grounds. Enforcement of these rules will be conducted in a fair and reasonable manner, and library staff will intervene to stop prohibited activities and behavior. Failure to comply with the library's established rules and policies could result in removal from the building and/or restriction of library privileges by the Library Director or Director's designee. Patrons whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

The following are examples of conduct that is not allowed:

- Any activity in violation of federal or state law
- Carrying firearms or dangerous weapons of any type, except by law enforcement officials
- Being under the influence of or selling of alcohol or illegal drugs in the library
- Defacing or otherwise damaging library property
- Smoking, chewing, vaping and other tobacco or marijuana use
- Lying down or sleeping on any floor, table, or seat in the library
- Soliciting, campaigning, petitioning, picketing, or conducting surveys not authorized by the library. Posting flyers or notices without prior permission of the Library Director
 - Making loud noise or playing audio so that others can hear. Headphones must be used.
 - Running, pushing, shoving, or throwing objects
 - Using restrooms for bathing or shampooing, doing laundry, or changing clothes
 - Verbally or physically threatening or harassing other visitors, library staff, or volunteers, including but not limited to stalking, staring, touching, or using offensive or inappropriate language, verbally, physically, or in writing, including all forms and uses of electronic media.
 - Interfering with staff members performing their job duties.
 - Using cell phones except with permission of staff. Cell phone audible ringers must be turned off. Use should be made outdoors or in an appropriate space provided by the staff.
 - Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene so as to be disruptive to the library environment

- Skateboarding, rollerblading, or like activities inside the building or on the library grounds. Bicycles should be secured in the outside racks
- Entering “staff only” areas without permission
- Use of drones or other remote control devices not part of an approved library program in the building
- Group activities that are disruptive to the library environment
- Bringing articles into the library that are too large to fit under one library chair
- Loitering
- Bringing pets or animals, other than service animals, into the library
- Blocking entrances, aisles or pathways with bicycles, strollers, scooters, etc.
- Leaving a child not yet in the third grade unattended or improper supervision of children that would put them in danger or disturb the peace of the library. See the Unattended Children Policy dated 2/7/2024.
- The use of false identification to obtain a card or to borrow materials or use of another person’s card without his or her permission
- Theft, damage or defacing of library materials [MGL] (Ch. 270 Sec 21-22)
- Stealing, damaging, altering or inappropriately using library property or facilities, including computer software/hardware, telephones, printers, copiers, fax, etc.
- Littering
- Bringing a motorized vehicle into the library or charging it outside or inside. Use of outside utilities such as water and electricity without permission.

OTHER RULES FOR THE COMFORT AND SAFETY OF VISITORS, STAFF AND VOLUNTEERS

If a patron has a concern about a policy or procedure or about another person’s behavior, the patron must speak with a staff member rather than interacting directly with the other person.

Patrons must leave the library promptly at closing time.

Library materials must be checked out before removing them from the building.

Securely covered beverages and neat food consumption are allowed in areas of the library with care not to damage the building, furnishings, and equipment.

Staff is not responsible for personal belongings left unattended. All bags and other articles may be subject to inspection by staff and other authorized personnel at their discretion. The library reserves the right to limit the size and number of items brought into the library.

CONSEQUENCES FOR VIOLATIONS

Violations may include verbal or written warnings, curtailment or loss of privileges, or a no-trespass order from the police department.

An individual who has received a no-trespass order may, within 30 days, request an administrative review of the order. An administrative review must be made in writing to the Board of Trustees.

APPLICABILITY

The Rules of Conduct apply to all. The enforcement aspects of this policy apply to all authorized library staff, contractors, and/or law enforcement officers.

Approved by the Library Board of Trustees: 2/5/2024