

## **Whipple Free Library Library Users Conduct Policy**

Welcome to the Whipple Free Library. We strive to create a space where all are welcome and ask that all visitors use the library in a way that respects the rights of staff and other library users.

### Purpose of Policy

This policy does not address specific behaviors as it is impossible to produce a comprehensive list of all possible disturbances that may occur. Acceptable behavior maintains a safe, comfortable, healthy, and respectful environment. Unacceptable behaviors are those that, by the assessment of the library staff, impair the safe and effective use of the library and its resources. Library staff will use judgment and discretion in the interpretation of library rules.

### Policy

#### **When in the library spaces, you are welcome to:**

- Use library computers and materials
- Ask library staff for help with library-related questions and activities
- Check out materials with your library card
- Attend library programs and participate in other library activities
- Eat or drink in designated areas (not at any computer station)

#### **We require that you:**

- Are respectful of library staff in the performance of their jobs
- Be considerate of others. Behavior appropriate to public areas is always expected
- Respect the books, materials, equipment, buildings, and grounds
- Speak in a volume appropriate for private conversations and use headphones/earbuds for audio devices
- Are fully clothed, including shirts and shoes

#### **The following are prohibited on library property:**

- Actions prohibited by local, state, or federal laws
- Inappropriate or unauthorized use of the library's computer network
- Discrimination or harassment towards another patron, library staff, or any visitor of the library
- Behavior that may prevent patrons from using the library or staff from conducting their work
- Actions that may result in damage to library property or create an unsafe/unhealthy environment for library users
- Smoking (including vape devices) and use of alcohol or drugs
- Soliciting, which includes offering things for sale, asking for money, doing surveys, or canvassing (except as expressly approved by the library)

#### **Consequences for inappropriate behavior:**

Those who violate this policy may simply be asked to correct the behavior but may also be asked to leave the library for the day, have library privileges /access suspended or banned permanently, or be subject to legal action depending on the severity of the behavior, as determined by library staff. All suspensions will be documented by incident report. Appeals may be made to the Library Director or Board of Trustees.

Threatening the safety or rights of another person, including but not limited to, violent or disorderly behavior, threats of violence, use of abusive language may result in removal from library premises by the New Boston Police Department.