

## **NORWELL PUBLIC LIBRARY**

### **APPROPRIATE LIBRARY USE POLICY**

#### **POLICY STATEMENT**

The Norwell Public Library operates on the principal that library services should be provided on the basis of equality of access for all. Library users acknowledge by their presence a responsibility to maintain an atmosphere of civility in order to respect and protect the rights of others in the use of the library and its services. Behavior that is disruptive or unreasonably disrespectful or disturbing to others will not be tolerated. Disruptive patrons may be asked to leave the library.

Rules of conduct respect the rights and safety of library patrons, volunteers, and staff, and preserve and protect the library's materials, equipment, facilities, and grounds.

#### **REGULATIONS**

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the library, or in arrest or prosecution. Violation could also result in the restriction and/or termination of Library privileges.

#### **CONDUCT NOT ALLOWED IN THE LIBRARY**

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Trespassing in nonpublic areas, being in the library without permission of an authorized Library employee before or after Library operating hours.
- Smoking
- Damaging or defacing library materials or property may result in prosecution (MGL, Ch. 266, Sec. 100). Parents can be held liable for damage done by a child under age 18 (MGL, Ch. 231, Sec. 85). Theft of library material materials, use of false identification to obtain a library card, or use of another person's library card without his/her permission is against state law (MGL, Ch. 266, and Sec. 99).
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.
- Creating a disturbance by making noise, talking loudly, abusive language, or engaging in other disruptive conduct.
- Littering.

- Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene.
- Blocking building entrances and exits.
- Remaining in the library after announced official closing. Staff will issue a “close time warning” 15 minutes prior to closing; patrons should allow adequate time for checking out materials and shutting down computers.
- Eating and /or drinking.
- Soliciting or canvassing.
- Bringing animals other than guide or assist animals into the library.

In addition:

- All bags and other articles are subject to inspection by authorized personnel.
- After an incident staff shall fill out an Incident Form and deliver it to the director.
- Patrons are responsible for their personal belongings and will not hold the library responsible if lost while at the library.

Reviewed and amended by the Board of Library Trustees September 18, 2013