

Plainville Public Library Library Behavior Policy

The Board of Trustees has established a Library Behavior Policy to protect the safety and rights of the public and library staff while promoting the use and enjoyment of the library. Rules of Conduct have been established to ensure that the public can conduct library business without interference and that materials, equipment and the facility are protected from damage and loss.

Rules of Conduct

1. Appropriate attire, including shoes and shirts, must be worn at all times.
2. No skates, roller blades, cleats or other footwear that would be destructive to the building or grounds.
3. Radios and tape players are permitted to be used only with headphones and at a volume that does not disturb others.
4. No food or drink of any kind unless served at an event.
5. No use of tobacco.
6. No possession or use of alcohol controlled substances or firearms.
7. No animals except for assistive animals or educational exhibits.
8. No canvassing, petitioning, selling, soliciting, or distribution of materials to the general public.
9. No disruptive behavior, including no shouting, profanity, abusive language, pushing, running or rambunctious activity. No behavior which is destructive, disorderly or violent. No form of harassment.
10. No person shall threaten the safety of another while on library property.
11. Only one person allowed in the rest rooms with the exception of a supervising adult or caregiver.
12. No loitering near or blocking of entrances or exits.
13. Parents are responsible for their children while the children are on library property.
14. No use of library materials or facilities in a manner which, in the opinion of staff, is likely to result in damage or harm.

The following policies are in effect at all times:

1. If a Rule of Conduct is violated, library privileges may be suspended or revoked.
2. The library is not responsible to personal belongings left unattended
3. Theft, vandalism or mutilation of library property is punishable by fine and/or imprisonment under Chapter 266, Sections 99A and 100 of the Annotated Laws of Massachusetts. Any purposeful damage and/or theft or attempted theft will be reported to the police as such.
4. The library reserves the right to limit time spent using equipment and/facilities.

Procedures

1. Staff will give two verbal warnings covering inappropriate behavior to new offenders. Those with known prior inappropriate behavior may be given one or no warning.
 - i. With the first warning staff will explain the rules and suggest alternative behavior
 - ii. With the second warning staff will state that the patron will be required to leave if the behavior continues.

2. If inappropriate behavior continues after the steps outlined above are taken, the patron will be asked to leave the library for the rest of the day.
 - i. Children who are in need of a ride home will be allowed to call for one.
 - ii. Those waiting for a ride may wait in the reading room provided they are orderly.
 - iii. Staff may contact a child's parent or guardian directly.

3. A patron who has ignored verbal warning or been involved in a dangerous or out-of-control situation will receive a warning letter to explain how the Library Behavior Policy has been violated and the action which will be taken if inappropriate behavior continues. If the patron is a child, the letter will be sent to the parent to legal guardian.

4. A patron who has repeatedly ignored verbal warnings and a warning letter, posed a threat to the safety of others, or committed a crime may be removed from the library property for a specified time, up to 90 days. Such patron will be sent a letter of disinvitation. If the patron is a child, the letter will be sent to the parent or legal guardian.

5. If a staff judges that a dangerous situation and emergency or out of control situation had developed they will call 911 immediately.

Plainville Public Library Policy Statement on Unattended Children

It is the primary responsibility of the Plainville Public Library Staff to meet the recreational, informational, cultural and educational needs of the children of Plainville. The Library encourages children of all ages to visit the library, take advantage of the wide range of resources and develop a love of reading and libraries. The policy is not intended to restrict library service to children. Instead the policy has been adopted to ensure the safety and well-being of all children who use the library.

1. It is the responsibility of the parent or caregiver, not library personnel, to ensure the safety and appropriate behavior of children both inside the library and on the grounds. The Plainville Library, its employees and Board of Trustees do not take responsibility for lost or injured children.
2. Parents or caregivers must stay in the library with children under the age of 10.
3. Children ages 10 and above may use the library without supervision subject to the Rules of Conduct.
4. All children must be picked up before closing time. An effort will be made to contact family members. If no one can be contacted the police will be called. Library staff will not transport children away from the library building.
5. In the case of a medical emergency, when the parents are not present, the fire department and the parents will be notified in that order.
6. The library staff nor the Board of Trustees presume to act “in loco parentis.” Therefore they do not act as “baby-sitters” nor do they censor the library materials the children choose.