

## **Plainville Public Library**

### **Library Behavior Policy**

The Board of Library Trustees have 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 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. No entering the library without a shirt or shoes, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
2. No skates, roller blades, cleats or other footwear that would be destructive to the building or grounds.
3. Audible devices are permitted to be used only with headphones and at a volume that does not disturb others.
4. No use of tobacco or e-cigarettes.
5. No possession or use of alcohol, controlled substances or firearms.
6. No animals except for assistive animal or educational exhibits.
7. No canvassing, petitioning, selling, soliciting or distribution of materials to the general public.
8. No disruptive behavior, including shouting, profanity, abusive language, pushing, running or rambunctious activity. No behavior which is destructive, disorderly or violent.
9. No verbally or physically threatening or harassing other patrons, volunteers or staff, including stalking, staring, lurking, offensive touching and obscene acts such as sex act and indecent exposure.
10. No sleeping.
11. No using of restrooms for bathing, shampooing, doing laundry or changing clothes.
12. Only one person allowed in the rest rooms with the exception of a supervising adult or caregiver.
13. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impeded the use of the library by others.
14. No loitering near or blocking of entrances or exits.
15. Parents are responsible for their children while their children are on library property.
16. No use of library materials or facilities in a manner which, in the opinion of the staff, is likely to result in damage or harm.
17. All bags and other articles are subject to inspection by staff or authorized personnel.
18. Library programming policy includes limiting quantities and number of attendees. Theft or programming materials or taking more materials than allowed is a violation of the Rules of Conduct.

#### 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 for 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 Massachusetts General Laws. Any purposeful damage and/or theft will be reported to the police as such.
4. The library reserve the right to limit time spent using equipment and/or facilities.

### Procedures

1. Staff will give two verbal warning covering inappropriate behavior to new offenders. Those with known prior inappropriate behavior may be given one or no warning.
  - a. With the first warning staff will explain the rules and suggest alternative behavior.
  - b. 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 above are taken, the patron will be asked to leave the library for the rest of the day and the staff will complete an Incident Report.
  - a. Children who are in need of a ride home will be allowed call for a ride and wait in the reading room provided they are orderly. Staff may contact the child's parent or guardian directly.
3. A patron who has ignored verbal warning 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 or legal guardian.
4. A patron who has repeatedly ignored warning and a warning letter, or been deemed by the staff to have been involved in a dangerous or out of control situation or posed a threat to the safety of others, or committed a crime may be removed from the library property for 365 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 the staff judges that a situation is dangerous, an emergency, or out of control they will call 911 immediately.

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### **Policy Statement on Unattended Children**

It is the primary responsibility of the Plainville Public Library Staff to meet the recreation, 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 (above).
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 children choose.