

## **LIBRARY CONDUCT POLICY**

The Maynard Community Library will provide a safe and comfortable environment. In order to provide a safe and comfortable environment for its user, the Library asks patrons to observe the following standards of behavior:

- Disorderly and loud behavior will not be tolerated.
- Food or drink, unless part of a library program or meeting room event, are prohibited.
- Animals, other than those required by persons with disabilities and used for library programming are not permitted in the library.
- Use of alcohol, tobacco, or controlled substances is not permitted on library property.
- Smoking is not permitted.
- Conversations with others or on cell phones should be kept quiet enough not to disturb other library users or to disrupt library activities.
- Use of personally owned computers, library I pads, and laptops must have sound turned off or use headphones.
- Children ages 7 and under must be accompanied by an adult or responsible childcare provider.
- Running is not permitted in the library.
- Profane language will not be tolerated.
- Picture taking or videotaping of people (except at library sponsored events) is not allowed.
- Damaging library materials, furniture, computers or other property is prohibited.
- All patrons must be dressed properly with shirts and shoes etc.
- Skateboards, hover boards, etc. are not allowed in the library.
- Patrons are prohibited from entering or sitting in or on circulation desk area.
- Firearms, knives or any device which could be used as a weapon are prohibited.

### **Enforcement**

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff at the time.

- In most cases, persons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the library for the rest of the day.
- In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on library property may have all or part of their library privileges revoked or risk being barred from the library for a period of time.