

## **Appropriate Library Use Policy**

The Chelsea Public Library is primarily funded by the City of Chelsea and as such, it is expected that the facilities will be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing, using the public computers and Wireless Internet, and attending Library or community sponsored meetings or events. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. Library staff will assist patrons with basic requests to the extent of their capability for a reasonable period of time. Excessive requests for extended assistance will be honored at the discretion of the employee or the Library Director. A reasonable length of time is situational and either staff or the Director may direct a patron to cease to request unreasonable help. Loitering at or around the circulation desks or reference desks is not encouraged and staff and/or the Director may request the patron relocate to other areas of the building. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or the Chelsea Police Department 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 for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment and/or access to the services provided by the Metro Boston Library Network.

The following are rules of conduct not allowed on Library property. The examples provided are not exhaustive and the Library reserves the right to prohibit additional activities and behaviors that violate library rules, regulations or policies, not specifically listed below:

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.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching or gestures, photographing without consent, and obscene acts such as sexual acts and indecent exposure.
- Soliciting or conducting surveys not authorized expressly by the Library.

- Stealing, damaging, altering, or inappropriate use of Library property, including computer hardware and software, printers, copiers, phones, and other equipment. (See corresponding computer and internet use policy located at <http://chelseama.go/library>).
- Tampering with power outlets, unplugging or moving Library equipment.
- Engaging in physical altercations, running, pushing, shoving, throwing things or damaging or defacing Library furniture, equipment or facilities. Creating disruptive noises such as loud talking, cell phone use, screaming, banging on furniture or equipment or using audible devices or computer speakers without headphones or with headphones set at a level that disturbs others. Cell phone audible ringers must be set to silent.
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Littering
- Smoking, chewing, and other tobacco use in Library facilities.
- Consuming food or beverages, except closed containers of bottled water.
- Inappropriate attire including being without a shirt, barefoot or being otherwise attired so as to be disruptive to the Library environment such as displaying offensive language and images.
- Using wheeled devices in the building, or on Library grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters and shopping carts (exceptions i.e. wheelchairs, walkers and strollers).
- Those who damage or deface Library materials or property may be prosecuted (MGL Ch. 266, Sec. 100). Parents or legal guardians can be liable for damage done by a child under 18 (MGL Ch.231, Sec. 85).
- Theft of Library materials, use of false identification to obtain a library card, or use of another person's library card without permission are against state law and may be prosecuted (MGL Ch.2066, Sec. 99).
- Neglecting to provide proper supervision of children. (See accompanying Juvenile Department policy located at: <http://chelseama.go/library>)
- Lying down or sleeping in restrooms or on any floor, bench, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting in them or lying down.
- Bringing pets or animals, other than service animals, into the Library, except as authorized by the Library Director.
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.

Approved by the Library Board of Trustees and Adopted March 2016. Amended on January 15th, 2017.