

## **Stafford Library**

### **Behavior and Conduct in the Library or on Library Grounds**

To provide a pleasant, orderly library facility and maintain an atmosphere for work, study, and enjoyment for all library users and staff, the following policy on behavior in the Stafford Library and on library property has been established. The policy will be courteously but firmly enforced by library staff. We ask your cooperation in maintaining a pleasant environment conducive to the effective use of the library, its materials, and services.

#### **Inappropriate activities include but are not limited to:**

- Interfering with another person's use of the library or with library staff in the performance of their duties.
- Running, throwing, climbing, bicycling, skateboarding, or other such activities that present safety hazards.
- Loud or abusive language.
- Blocking or impeding access to the building, rooms, aisles, or materials.
- Eating or drinking in other than designated areas.
- Moving furniture, abusing library furniture, equipment, or materials.
- Sleeping in the library.
- Loitering, gambling, inappropriate public displays of affection.
- Inappropriate sexual behavior.
- Solicitation or sale of items is not permitted with the exception of fundraising activities or similar events of the library, Friends of the Library, or other library partners.
- Use of alcoholic beverages, controlled substances, or tobacco products.
- Usage of the restrooms for bathing, shampooing, and the washing of laundry.
- Harassment of others, either verbally, or by physical actions. This includes any actions that other patrons or staff members perceive to be harassing.
- Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening.
- Carrying weapons of any kind. This does not apply to law enforcement officers.
- Solicitation and distribution of petitions or surveys are not permitted in the library or on the library grounds without the prior consent of the Library Director or her designee.
- Distribution of unsolicited handouts, pamphlets, fliers, etc., as well as approaching other patrons or staff to distribute such materials, is prohibited.
- Only staff and authorized individuals are allowed in staff areas.
- Children eleven (11) years of age and younger must be accompanied by and at all times be under the supervision of a parent or other responsible caregiver who is at least twelve (12) years of age.

- All patrons must leave the premises after closing, unless they are participating in a prescheduled program or meeting.
- Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest and prosecution.
- No animals, except service and support animals, are allowed in the library.
- Shirts and shoes must be worn at all times.
- Any illegal activities, including vandalism, will not be tolerated and will be prosecuted.

### **Enforcement of Rules**

It is impractical to address every behavioral situation that may occur in the Library.

Patrons who are behaving inappropriately or disruptively will be warned that the behavior must stop. If the behavior is not corrected, the person will be asked to leave the premises for a period of one day to permanent expulsion, or arrest and prosecution.

Expulsion of more than one week can be appealed in writing to the Library Director.

The library reserves the right to inspect all bags, purses, briefcases, packs, etc. for library materials.

Anyone who does not leave after being told to do so will be considered a trespasser and will be treated accordingly, including involving the police. Habitual abusers of library rules may lose their library privileges and be banned from the premises.

An Incident Report will be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities or behaviors.

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