

## Leominster Public Library Code of Conduct Policy

### **Rationale:**

This policy is to inform patrons of the rules and regulations for patron behavior in the Library and on Library grounds.

### **Leominster Public Library Code of Conduct Policy Statement:**

The Leominster Public Library strives to provide a comfortable, enjoyable, and safe environment for reading, studying, working, socializing, and enjoying Library-sponsored programs. 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. The Library's Board of Trustees has established a *Code of Conduct Policy* to ensure that all patrons enjoy their Library experience. The Board of Trustees has the authority under state law to establish reasonable rules regarding the Library and to exclude any person who violates those rules.

### **Code of Conduct Policy:**

Any behavior that interferes with acceptable Library activities is prohibited. Individuals or groups who fail to observe the policy may be asked to leave the Library and its grounds. The Library staff reserves the right to address behavioral issues in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors and seek police assistance if a conduct violation warrants such action.

### **Behaviors Prohibited in the Library and on its Grounds:**

- Violation of any local, state, or federal laws.
- Panhandling, soliciting, or loitering.
- Carrying firearms or other materials that are a threat to public safety.
- Threatening behavior, including, but not limited to, violence, threats of violence, and possession of weapons.
- Leaving personal possessions unattended. Personal possessions should not be left at public service points for safekeeping, nor should they be left unattended in public areas. The Library is unable to guarantee the security of such items.
- The abuse, deliberate destruction, improper use, or theft of Library furniture, equipment, materials, or the personal property of patrons or staff members.
- Deliberate disruption of Library services through harassment or inappropriate conduct that endangers public safety or health, intrudes upon other patron's or staff's Library experience, or disrupts staff duties. Inappropriate conduct includes abusive or obscene language, shouting, pushing, fighting, running, stalking, engaging in sexual behaviors, sexual harassment toward patrons or staff, or photographing patrons or staff without permission.
- Trespassing in non-public areas of the Library.
- Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct is not allowed (MGL, Ch. 272, Sec. 41).
- Violation of the Library's Cell Phone and Noise, Food and Beverage, or Computer and Internet Usage policies.
- Interfering with other patrons' use and/or enjoyment of the Library due to personal hygiene. Patrons exhibiting offensive hygiene may be asked to leave the Library.

- Removing Library materials from the building without properly checking them out. The library staff reserves the right to inspect the bags or parcels of any patron. In certain cases, the Police Dept. may be called to do this.
- Using the public restrooms for inappropriate activities including bathing, washing clothes, or preparing food or beverages.
- Wearing clothing inappropriate for a public environment. Shoes and shirts must be worn at all times.
- Habitual sleeping, noisy sleeping, and those who are sprawling on furniture or the floor in a manner that is disturbing to other patrons. The Library staff reserves the right to awaken sleeping patrons and require them to leave the Library if sleeping continues.
- Using alcoholic beverages or drugs, exhibiting alcohol or drug intoxication, or selling alcoholic beverages or drugs.
- Smoking, using tobacco products, or using e-cigarettes. Smoking and the use of tobacco products is prohibited in the library and on Library grounds. (MGL Ch. 270, Sec. 21-22).
- Using bicycles, inline skates, skateboards, scooters, or similar recreational equipment in the Library, or using them for recreation in parking areas or sidewalks. Bicycles may not be brought into the Library building. Bicycles must be secured in the racks outside the building. The Library is not responsible for lost or stolen bicycles.
- With the exception of approved service dogs, bringing animals into the Library without the approval of the Library Director.
- Failing to cooperate with Library staff when closing time is announced. The closing notice is announced via the Library public address system approximately 10 minutes before closing to provide sufficient time to shut down computers, gather belongings, and check out materials.

Any person, who, in the opinion of the library staff, is engaging in conduct inconsistent with the orderly operation of the Library will be asked to leave. Police may be called if needed. The Library Director or, if the Library Director is unavailable, the Assistant Director, is permitted by the Board of Trustees to issue no trespass orders to any person whose behavior is threatening or violent, or who has repeatedly violated Library policy. The Library Director or Assistant Director must notify the Board of Trustees of no trespass orders as soon as practically possible. The Board of Trustees may also vote to issue no trespass orders directly. Individuals who receive no trespass orders may appeal these orders in writing to the Board of Trustees.