

## **BEHAVIOR POLICY**

Modified 2/19/15

The purpose of the Behavior Policy is to establish guidelines for behavior in order to provide all patrons with a comfortable and safe environment in which to use the library. The Library staff, and if necessary the Wilbraham Police Department, will firmly and courteously enforce this policy.

The library premises include the library building, the land surrounding it, the sidewalks, and the parking areas.

The following activities are not allowed on the library premises:

- Smoking, including e-cigarettes (MGL Chapter 270, Section 22)
- Chewing tobacco and gum
- Use of roller skates, skateboards, sports equipment, or similar devices
- Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct (MGL, Chapter 272, Section 41)
- Interfering with another person's right to use the library or with the library staff's performance of their duties
- Threatening behavior, including, but not limited to, violence, threats of violence, and possession of weapons
- Bringing animals into the library, except those needed to assist a disabled person
- Playing audio equipment so that others can hear it
- Misusing the rest rooms (i.e., using them as a laundry or washing facility)
- Unauthorized soliciting or canvassing in the library or on the premises. Exception: ballot-access and nomination paper signature solicitation is allowed in common areas of the library so long as it does not disrupt Library employees or patrons
- Entering areas posted "Staff Only" without permission
- Running
- Sleeping

Patrons who consume food and beverages in the library should refrain from eating or drinking near computers or other equipment and clean spills and food waste immediately.

Those who damage or deface library materials or property may be prosecuted (MGL, Chapter 266, Section 100). Parents are liable for damage done by a child under eighteen years (MGL, Chapter 231, Section 85G).

Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without his/her permission are against the law and can be prosecuted (MGL, Chapter 266, Section 99A).

Parents, guardians, and caregivers are responsible for their children's (under eighteen years) behavior and welfare in the library. Library staff will notify parents if their children are left in a vulnerable situation or require supervision due to disruptive behavior. The library is not responsible for the welfare of children who are left unattended in the library.

Behavior in the library: from safe child

- Disruptive behavior will not be tolerated. Parents/guardians are responsible for their children's (under eighteen years) behavior in the library. A library staff member may approach a disruptive child or caregiver of the child to address such behavior. If the disruptive behavior continues, the child will be asked to leave the library. Staff members are authorized to contact the police due to unacceptable or disruptive behavior.

For the safety of children in the library, adults unaccompanied by children are asked to remain in the adult areas of the library unless they are actively using the materials or services in the children's area.

All bicycles must be left outside in the rack provided.

Patrons without shoes or shirts will not be allowed in the library.

A patron may be required to leave athletic equipment, large parcels, or other belongings deemed inappropriate with library staff until ready to leave the building.

Patrons may be required to leave the library if their personal hygiene interferes with the ability of other patrons to use and/or enjoy the facility.

Any patron not abiding by these rules shall be asked to leave the library premises. Library staff will contact the Wilbraham Police Department if necessary.

The Library Director will deny any patron who repeatedly violates the library rules, or who is disruptive, or who engages in criminal behavior on the library premises the privileges of access to the library for a period of at least thirty days. Any patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

These rules have been formulated with the cooperation and approval of the Wilbraham Board of Selectmen and Town Attorney.

The posting of these rules does not prohibit the enforcement of any applicable federal law, Massachusetts statutes, or Wilbraham ordinances, as necessary.

*Approved and adopted by the Library Director and the Board of Trustees as revised February 17, 2015.*