

## MARLBOROUGH PUBLIC LIBRARY BEHAVIOR POLICY FOR LIBRARY USERS

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use of the facility and library services, Marlborough Public Library staff enforce the following Behavior Policy.

Our enforcement is designed to preserve access to library services to the maximum extent possible while maintaining a safe and welcoming environment for the public and for staff. Our intention with our enforcement is to be fair and to build relationships that lead to improved behavior and continued access to our services and facility while protecting patrons, staff and the library facilities.

The Behavior Policy covers behavior on Library property, including the restrooms, meeting rooms, and public spaces. Outside, it includes these areas adjacent to the building: entrances, courtyard, and parking lots.

### Guidelines for Library Use:

- Ask for help when needed or if you are not finding the resources you need.
- Be considerate of others.
- Respect the staff, facility, equipment, and materials.
- Be responsible for your children.
- Be responsible for personal belongings; do not leave them unattended.
- Keep lids securely on beverages and enjoy food in designated areas.
- Follow reasonable staff direction

### **The following activities are not allowed:**

- Interfering with another patrons' right to use the library or with the staff's performance of their duties.
- Adults or minors creating a disturbance by making noise, talking loudly, or engaging in other disruptive behavior including using speaker phone and video conferencing unless in a study room (MGL, Ch. 272, Sec. 41).
- Adults or children engaging in conduct or speech which is intimidating, harassing, or threatening to any patron or staff. This includes the use of profanity and hate speech, stalking, staring, unwelcome contact between people, and invasion of personal space.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- The use of drugs and alcohol including but not limited to smoking, vaping, e-cigarettes, and all other tobacco products in the library or on library grounds. Persons appearing to be under the influence of alcohol or drugs will be asked to leave the library.

- Bringing animals into the library, except those needed to assist a patron with a disability (MGL, CH.272, Sec. 98A) Emotional support or therapy animals are not covered under the American with Disabilities Act and hence, are not allowed.
- Misusing the restrooms, (e.g. using as a laundry or bathing facility and improper disposal of diapers).
- Soliciting or canvassing of any kind
- Non-staff entering staff work areas without permission
- Sleeping. Staff regularly conduct wellness checks and may need to report sleeping for health and safety purposes.
- Running.
- Engaging in sexual conduct
- Use of the library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment. Breastfeeding is not a violation.
- Use of wheeled devices such as skateboards, roller-skates, bicycles, scooters, and shopping carts; devices that are allowed include wheelchairs, walkers, strollers, accessibility equipment, and other similar devices when used for their intended purpose.
- Viewing materials on library computers that is not appropriate for a public setting (See the Library's Internet Policy for more details.)
- Leaving children 9 years old or younger unattended by a responsible person of at least 14 years of age. (see the Library's Child Safety Policy]

Those who damage or deface library materials or property will be prosecuted. (MGL, Ch. 266, Sec. 100). Parents can be held 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 is against state law. Violations will be prosecuted (MGL, Ch. 266, Sec 99)

Persons who trigger library theft detection systems may be required to open any bags or pocketbooks for inspection; failure to do so may result in suspension of library privileges.

Eating in the library is allowed in the following locations: 2nd floor Café, Teen Program Room, Children's Program Room, and Children's snack area. Food may be allowed in other areas for library programming.

For the safety of minors in the library, adults unaccompanied by children or teens are asked to remain in the general areas of the library unless they are actively using the materials or services in the children's area or Teen Room for purposes not served by the general area of the building.

If a child, or anyone otherwise needing close adult supervision, has been left unattended in the library, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

Library facilities and grounds are public spaces, and the library is not responsible for incidental photography, videoing or filming of visitors and patrons of the library.

**Related Policies:**

- Teen Room Use Policy
- Child Safety Policy
- Internet Use Policy
- Computer Use Policy
- Meeting Room Use Policy

**Enforcement of Library Behavior Policy:**

Library staff and, at the request of a staff member, Marlborough Police Officers, are authorized to enforce these rules and regulations and may direct any person, who has engaged in or is engaging in prohibited conduct or activity, to leave the library and its grounds. Any person refusing to leave, after having been directed to do so by a staff member or police officer, shall be subject to arrest or prosecution for trespass.

The Board of Trustees or the Library Director may impose sanctions against any person who has engaged in prohibited conduct or activity within the library or upon its grounds. Such sanctions may include restricting or suspending the individual's library privileges and/or prohibiting the individual from entering the library or its grounds.

Any person subject to and aggrieved by the imposition of a sanction may, in writing and within ten days of receipt of the notice of sanction, appeal the decision of the Library Director to the Board of Library Trustees. The decision of the Board, in such matters, shall be final.

Any person, after receiving a notice of sanction prohibiting entry to the library or its grounds that enters the library or its grounds shall be subject to arrest and prosecution for trespass.