

## **PATRON BEHAVIOR POLICY**

**Revised 7/9/21**

The Board of Trustees and staff are committed to making the Scoville Memorial Library a welcoming and attractive place for all its patrons. Patrons are expected to be courteous and considerate to other patrons and to the staff.

The following types of behavior are prohibited:

- any behavior which is illegal under federal, state or local law
- soliciting the purchase of goods or services
- political campaigning on behalf of or in opposition to a candidate for public office
- non-compliance with state and local public health guidelines
- damaging or defacing Library property
- entering or remaining in the Library without a shirt or shoes
- smoking
- consuming alcohol except at receptions hosted by the Library
- bringing food or drink to a computer workstation
- speaking on a cell phone in public areas, except in the case of an emergency
- uttering profane, obscene, or offensive language directed at another person
- being in a state of intoxication which causes a public disturbance
- sleeping in the Library for over 15 minutes
- remaining in the Library after it has closed

Library staff are required to ensure that the rights of individuals to use the library are upheld and they are required to enforce these guidelines so that all patrons may use the library to the fullest. Questions regarding the interpretation of these guidelines should be referred to the Library Director or other staff member in charge.

The Library Director or other staff member in charge may ask a patron to leave the premises; if a patron refuses to do so, law enforcement authorities may be called and legal action taken.

The Library Director may suspend a patron's library privileges and will inform the Board of Trustees of such a suspension. The person whose library privileges have been suspended will be advised in writing of the suspension and the reason(s) for it; the patron will also be informed that the suspension may be appealed at the next regularly scheduled meeting of the Board of Trustees.

A written report of any incident involving illegal activity, including theft or vandalism, or major disruptive behavior will be filed with the Library Director as soon as possible after its occurrence and may be forwarded to law enforcement authorities.