

Readlyn Community Library Behavior Policy

The library provides a comfortable and safe environment where patrons can read, study, work, and use library equipment, resources and services, and where library staff can perform their duties effectively without interference. **Loud, disruptive, disrespectful, threatening, or abusive behavior is not tolerated and patrons acting in such a manner will be asked to leave the library.**

- ✓ Treat staff and other patrons with courtesy and respect
- ✓ Respect the privacy of others
- ✓ Bring only covered drinks inside the library; consume all food and uncovered drinks outside the library. Alcohol is not permitted.
- ✓ Observe time limits and use guidelines for computer and other equipment
- ✓ Respect and protect equipment and furniture and report any problems to library staff
- ✓ Keep personal items with you at all times. **The library is not responsible for unattended items**

Personal Electronic Devices

- ✓ Place or receive cell phone calls outside the building
- ✓ Silence or set to vibrate all cell phones and pagers
- ✓ Use headsets when listening to music, movies, and other audible sounds from any device. Set computer or other personal electronic device sounds/signals to the lowest audible level

Safety

- ✓ Children under the age of 6 must be directly supervised by a responsible caregiver at all times. Library staff cannot be expected to assume responsibility for the care of unsupervised children.
- ✓ Keep entrances, exits, and aisles clear; place backpacks and similar items under tables or chairs.
- ✓ Leave large or bulky items outside the library; the only wheeled vehicles permitted are wheelchairs and strollers
- ✓ Secure bicycles in racks provided
- ✓ Use furniture appropriately
- ✓ Wear shoes in the library at all times
- ✓ Running, throwing, jumping, climbing and other activities that could cause injury to you or to others are not permitted in the library or on library grounds

Activities not allowed

- ✓ Interfering with another person's use of library materials, equipment or resources
- ✓ Writing on or damaging library property including books, walls, furniture, computer equipment and facilities
- ✓ Bringing animals inside the library, except those assisting the disabled
- ✓ Loitering on library grounds
- ✓ Disruption that interferes with staff's ability to do their work.
- ✓ Disrupting the orderly and proper arrangement of library materials and property
- ✓ Carrying weapons of any kind, unless authorized by law to do so

Violations of the Policy will result in increasing levels of action, ranging from asking the patron to leave the library for the remainder of the day to the patron's permanent loss of all library privileges to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the discretion of the Director or his/her designees.

A patron may appeal a decision of the Director to the Board of Trustees who will review the circumstances of the case and confirm, cancel or change the Director's decision. The Board may suspend a patron's library privileges indefinitely.