

Code of Conduct Policy

PURPOSE: The Beacon Falls Public Library strives to provide a warm, welcoming, and safe environment for all library patrons to use its facilities during regularly scheduled hours fully. The library also seeks to protect the rights of others to conduct library business without interference and to preserve Library materials and facilities. For those reasons, this Code of Conduct Policy has been established.

POLICY: Beacon Falls Public Library patrons will adhere to the following guidelines.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, or using library materials or equipment may be required to leave the building.
2. Patrons shall not engage in behavior that infringes on the rights of others or interferes with library employees' performance of their duties. Unacceptable behaviors include any form of harassment that could result in physical, emotional, or mental injury to oneself or others.
3. Patrons may not bring pets or animals into the library, other than service animals.
4. Patrons using computers and any other sound-producing devices should use headphones.
5. Patrons carrying cell phones are expected to turn ringers off or turn them down to their lowest level while in the library. If cell phone use is required, users must move to the hallway or stairwell.
6. Patrons who wish to use the library's computer equipment must adhere to the library's "Internet Acceptable Use Policy."
7. Patrons may obtain water from the water cooler and drink it in the hallway only. Liquid in open containers must not be near any library materials or equipment. Liquids in closable containers and/or food as part of an approved special event or meeting are allowed, as authorized by the library staff. Patrons are responsible for any damage caused by food/drink brought into the library.
8. Patrons should realize that the circulation desk is in the Connie Christensen Children's Room and may not have the lower voice level normally heard within a traditional library. While not a whispering library, the adult fiction and nonfiction rooms are meant to be quieter areas. All patrons and staff

should speak in a voice level appropriate to the area and activities within each space in the library so as not to unduly disturb others.

9. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, equipment, or any other library property.

10. Smoking anything, including e-cigarettes, or using matches or lighters, within the library is strictly prohibited.

11. Trash must be disposed of properly into the appropriate garbage and recycling baskets.

12. Patrons shall refrain from bringing scooters, bicycles, roller skates, roller blades, or skateboards into the library.

13. Parents or legal guardians of juveniles (i.e., any individuals under the age of 18) are responsible and liable for their child's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

A. Juveniles should be at the library only with the knowledge of a parent or legal guardian and shall be engaged in activities associated with the use of the library.

B. Juveniles who are under the age of eight (8) and vulnerable persons over the age of eight who are unable or unwilling to care for themselves may not be alone in the library and must always be accompanied by and be under the supervision of a parent or other responsible caregiver who is at least twelve (12) years of age.

C. Juveniles who are aged eight (8) to eleven (11) and able to care for themselves may be in the library alone for short periods of time in order to get materials. However, they should not be alone in the library for long periods of time or for programs without a parent or other responsible caregiver who is at least twelve (12) years of age in the building. Library staff cannot act as babysitters nor keep watch over juveniles.

D. Library staff will contact parents if a juvenile's behavior presents problems or if any part of this policy is not being followed.

14. Patrons of all ages must leave the library and town hall building at the time of closing. Staff members are instructed to contact the police before leaving when juveniles under the age of 12 are left at the library at the time of closing.

15. Patrons shall abide by all other library policies and directives of the

Library Staff. The violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

Enforcement of Code of Conduct Policy

Violations of this policy will result in increasing levels of action determined on a case-by-case basis and shall be at the discretion of the library staff.

1. All patrons will be given one verbal warning.
2. Failure to adhere to any warning shall result in expulsion from the library for the remainder of the day.
3. Continual violations shall result in suspension of library privileges including computer use.
4. Any person denied library privileges may appeal that decision to the Library Board of Trustees either by contacting the Director or by submitting a written request for review to the Board.

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