

# Maxwell Memorial Library

## PATRON CODE OF CONDUCT

Maxwell Memorial Library is a public institution that wants to ensure all library patrons and staff feel welcome, safe, and respected while using the library. Toward this end, the library Board of Trustees has established the following Code of Conduct:

1. Patrons must respect the rights of staff and other patrons.
2. Patrons must not disturb others by engaging in disruptive behavior.
3. Patrons must not interfere with an employee's performance of his or her duties. Prohibited behavior includes, but is not limited to: verbal abuse, offensive gestures or language, threats, sexual harassment, and any activity that contributes to a hostile or threatening environment.
4. Patrons must not disturb others with the use of electronic equipment in public areas. This includes, but is not limited to: cell phones (silence them), audio equipment, and other electronic devices. Patrons may use electronic equipment in areas closed off by doors, such as the Community Room and enclosed studies, as long as doing so does not disturb others.
5. Patrons may not engage in any illegal activity on library premises.
6. Patrons may not solicit funds, distribute literature, or sell goods, except by permission of the library director or other staff designated by the director. Posted notices are limited to those submitted by non-profit organizations and must be approved by the library director or designee.
7. Patrons may not use any tobacco or e-smoking products in the library or on library premises.
8. Patrons may not use or sell drugs or alcohol in the library or on library premises.
9. Food is not permitted in the library except as provided as part of library events.
10. Beverages are allowed in the library when secured with a lid that prevents spilling.
11. Gambling, offensive bodily hygiene, rollerblading, skateboarding, sleeping, spitting, or staring at others is prohibited.
12. Patrons entering the building must not have bare feet or bare chests.
13. Patrons may not bring animals into the library unless they are a service animal or part of an authorized library activity.
14. Patrons must not damage or deface library furnishings, equipment, or facilities, or risk damage to them, such as by putting feet on furniture and walls or placing open drinks next to computers or library materials.

## **Maxwell Memorial Library Patron Code of Conduct** *continued*

15. Patrons must get staff permission before moving furniture and should return moved furniture to its original location when done using it.
16. Library materials must not be damaged or defaced intentionally by marking, underlining, removing pages or portions of pages, using paper clips, or removing bindings. Library staff will use their discretion and may charge patrons for damage that occurs.
17. Library materials and property may not be removed from the building without proper checkout or authorization.
18. Library materials may not be taken into restrooms.
19. Children under the age of 8 and/or vulnerable individuals are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. [link to Unattended Children policy] Vulnerable individuals are those with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation, and may not comprehend or be able to comply with library policies.
20. Parents or caregivers are responsible for overseeing the conduct of their children while at the library, the selection of materials for their own children, and their children's use of technology within the library.
21. Patrons are solely responsible for their personal property while at the library.
22. Patrons are responsible for paying fines, fees, and other charges levied against their accounts in accordance with the library's fine policy.
23. Patrons must follow posted guidelines on the use of electronic resources and equipment. This includes Maxwell's Internet policy. [link to revised internet policy]
24. Patrons may not download, store, print, or publicly display illegal material or any material that interferes with the activities of library staff or patrons.
25. Patrons must observe intellectual property laws, including U.S. copyright laws.

Patrons who violate the above rules may be asked to leave the library. Repeated violations may result in the revocation of library privileges. Library personnel will call police when necessary to enforce any of the above rules.

*Approved May 15, 2017, by the Maxwell Memorial Library Board of Trustees*