

## BEHAVIOR POLICY

The Holliston Public Library makes every effort to create and maintain a safe, comfortable and peaceful environment in which all patrons and staff may use, share and enjoy the library's resources. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, staff and volunteers and to preserve the library's materials, equipment, facilities and grounds. Enforcement of these rules will be conducted in a fair and reasonable manner and library staff will intervene to stop prohibited activities and behavior. Failure to comply with the library's established rules and policies could result in removal from building and/or restriction of library privileges by the Library Director or Director's designee. Patrons whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

**The following are examples of conduct which is not allowed:**

- Any activity in violation of federal or state law
- Carrying firearms or dangerous weapons of any type, except by law enforcement officials
- Being under the influence of alcohol or illegal drugs
- Defacing or otherwise damaging library property
- Smoking, chewing and other tobacco use
- Eating and/or drinking, except in designated areas at selected locations
- Lying down or sleeping on any floor, table, or seat in the library
- Soliciting, campaigning, petitioning, picketing or conducting surveys not authorized by the library
- Making loud noise or playing audio equipment so that others can hear
- Running, pushing, shoving, or throwing objects
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes
- Verbally or physically threatening or harassing other visitors, library staff or volunteers, including stalking, staring, touching, or using offensive language
- Using cell phones and pagers except with permission of staff. Cell phone and pager audible ringers must be turned off.
- Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene so as to be disruptive to the library environment.
- Skateboarding, roller-blading or like activities inside the building or on the library grounds
- Entering "staff only" areas without permission
- Playing any game not approved by the library.
- Group activities that are disruptive to the library environment.
- Bringing articles into the library that are too large to fit under one library chair.
- Loitering
- Bringing pets or animals, other than service animals, into the library
- Blocking entrances, aisles or pathways with bicycles, strollers, scooters, etc
- Leaving a child not yet in the third grade unattended or improper supervision of children that would put them in danger or disturb the peace of the library

- The use of false identification to obtain a card or to borrow materials or use of another person's card without his or her permission
- Theft, damage or defacing of library materials [MGL] (Ch. 270 Sec 21-22)
- Stealing, damaging, altering or inappropriate use of library property or facilities including computer software/hardware, telephones, printers, copiers, fax, etc.
- Littering

Patrons must leave the library promptly at closing time.

Staff is not responsible for personal belongings left unattended

Telephones may be used for brief, local calls with permission only.

All bags and other articles may be subject to inspection by security and other authorized personnel at their discretion. The library reserves the right to limit the size and number of items brought into the library.