

## **LIBRARY BEHAVIOR GUIDELINES AND POLICY**

The Mansfield Public Library is a tax-supported agency serving the informational, recreational, educational and intellectual needs of the community. Our users can expect the library to be a clean, comfortable and welcoming place for reading, studying, researching and attending community programs and events. To this end, the Board of Trustees of the Mansfield Public Library has established rules of behavior to ensure the rights and safety of library users and staff and to preserve and protect the library's materials, equipment, facilities and grounds.

Respect for other library users and library staff will be maintained at all times. Disruptive or inappropriate behavior that infringes on others' use or rights to use the library will not be permitted.

Individuals who do not respect these expectations may be asked to leave the library, have library privileges suspended, or if warranted, be subject to legal action.

### **Examples of disruptive or inappropriate behavior include (but are not limited to):**

Smoking, vaping, use of e-cigarettes, alcohol or controlled substances

Loud talking, loud noises, use of profanity, or abusive language

Running, pushing, harassing, or roughhousing in the building

Canvassing, selling, soliciting, campaigning or distributing of materials within the library facility and premises

Stealing, damaging, altering, or inappropriate use of library materials, equipment, technology, furniture, building or property

Using skateboards, roller blades, scooters or hover boards in the library

Using personal electronic equipment, such as MP3 players, laptops in a manner that disturbs other library users

Use of cellphones (Cellphones should be turned to mute while the patron is in the library. Patrons using cellphones in the library will be directed to the lobby)

Parents or caregivers are responsible for the supervision and behavior of their children (Please refer to *Unattended Child Policy* for further information)

Parents or caregivers with a child who is disrupting the comfort of others in the library will be asked to bring the child into the lobby until they have settled down.

More than one person at a time in the rest rooms except for parents with a young child or adults with a care provider

Sleeping

Excessive public displays of affection

Interfering with others' use of the library

Interfering with library staff members' ability to perform their responsibilities

**To ensure the library is a clean and welcoming environment for all:**

Beverages in covered containers are permitted, except for in the Certuse Room. Food may be eaten in the lobby only.

Audio devices, including cellphones, may be used with headphones so long as the volume does not disturb others.

No animals other than licensed service animals.

Appropriate attire, including shoes and shirts, is required

Walkways and doors throughout the building should not be obstructed. Sports equipment, musical instruments, baby carriages and strollers and other large items must not cause an obstruction. Bicycles must be left on the racks provided. Bicycles are not allowed inside the building.

**POLICY**

1. The staff will give verbal warnings concerning inappropriate behavior. With the first warning they will explain the rules to the patron and suggest alternatives. With the second warning they will explain that the patron will be required to leave if the behavior continues.
2. If the patron does not heed the verbal warning, he or she will be asked to leave the library property for the rest of the day. Children who are in need of a ride home may wait in the lobby or at the front door. The staff may contact a child's parent concerning his or her behavior directly.
3. If the staff judges that an emergency or a dangerous situation has developed, a patron may be asked to leave without verbal warnings. If the patrons will not leave the premises the police will be called.
4. A patron who has repeatedly ignored warnings, committed a crime or posed a threat to the safety of others may be removed from the library for a specified period of time. The information will be posted for the staff's knowledge with a specific date attached to the restriction.

Approve by The Board of Library Trustees 10/13/18