

## **Wolcott Public Library Patron Behavior Policy**

The Wolcott Public Library is happy to welcome everyone to use its collections, services and facilities. At the same time, the library has an obligation to maintain a comfortable and safe environment that is conducive to reading, study, research, and the pursuit of life-long learning. Library patrons are expected to use the library, including its resources, materials, facilities and grounds in a responsible, appropriate and courteous manner.

In order to do this the Library Board establishes this Patron Behavior Policy. It will be courteously, but firmly enforced by library staff. Individuals who fail to follow these rules may be asked to leave the building and grounds for a period of time, and/or face legal action. If necessary, the police may be called for assistance. The following list of inappropriate behaviors are only examples and are not all-inclusive.

1. The violation of any federal or state statutes or local ordinances on the library premises will also be regarded as a violation of library rules. Theft, vandalism or damage to library property such as defacing materials, tables, walls or signs is prohibited. Examples are taking library materials without checking them out, writing in books, cutting or tearing anything from any library material, graffiti, littering, and using tobacco products or alcohol on library grounds.
2. Disruptive, dangerous or offensive behavior to other patrons and/or staff is not permitted in the library or on library grounds. This includes any behavior deemed inappropriate by library staff. Examples are viewing or displaying information or images that are obscene, pornographic, or harmful to minors, running, jumping, fighting, throwing objects, pushing, shoving, swearing, making obscene gestures, banging on windows, climbing or walking on retaining walls, harassment of other patrons or staff members, rudeness to library staff, rearranging library furniture or materials, placing feet on furniture, being intoxicated or under the influence of any controlled substance, solicitation, canvassing, or selling.
3. Beverages may be consumed in the public areas of the library providing they are in covered containers or are served at a library sponsored event. Any food served in the meeting room, other than simple beverages and snacks, must be approved by the Library Director. All individuals are responsible, for cleaning up their messes. Patrons need to notify a staff member whenever a liquid is spilled.
4. Individuals may use the library telephone for brief calls. Children may only use the phone to call home or an adult. Patrons may not receive calls at the library.
5. Patrons are asked to use soft voices and not create noises that may disturb other patrons. Areas are available for group work and long conversations.
6. Use of electronic devices is permitted only if they are not audible to other patrons. Cell phones may be used in the foyers only. Electrical devices may not be plugged into library outlets without permission of the librarian on duty.

7. Equipment for the transportation of infants and toddlers or that used to assist the elderly or handicapped is welcome in the library. Other small devices may be brought in with staff permission. All others must be left outside in or near the bicycle rack. No bicycles, scooters, skateboards or similar items may be left in the doorways or entrance areas.
8. Animals are not permitted inside the library unless they are registered service animals or are involved in a library program.
9. Appropriate clothing, including shirts and shoes must be worn in the library.
10. All children are welcome and encouraged to visit the library. However, the safety of young children and the rights of other patrons and staff require caregivers to monitor the behavior of children in their care. Children under twelve (12) may not be left unattended in any part of the library unless they are attending a program supervised by a library staff member. The library is not a day-care provider.
11. Permission must be obtained from the Director or staff person in charge prior to taking any photographs, taping, or sound recording in the Library.
12. The library is not responsible for any personal belongings left unattended on library property.

Questions regarding the interpretation of any of these guidelines should be referred to the Library Director.

Approved by the Wolcott Public Library Board  
November 3, 2008  
Amended March 7, 2016