

Library Behavior Policy

Help us maintain a comfortable, welcoming, and safe environment that can be enjoyed by all by fulfilling these expectations:

- All people should be treated with respect.
- All people should work and converse in a courteous, and non-disruptive manner.
- All people should be considerate of other patrons and staff and share the available library resources, equipment, and staff time and attention.

The Phoebe Griffin Noyes Library will not tolerate inappropriate, disruptive, disrespectful, or rude behavior to staff or other library patrons. For the library to be enjoyed by all patrons, the following is not permitted:

- **Engaging in any activity in violation of Federal, State, local or other applicable law or Library Policy.**
- **Disruptive Noise:** Including, but not limited to, talking or laughing loudly (volume of person or group is heard above the general noise level in the library), using audible devices without headphones or with headphone sets at a volume that disturbs others.
- **Ringling Cell Phones:** Patrons are asked to turn their cell phones to vibrate, especially if sitting at computers or library tables. Cell phone use in the library is allowed so long as the noise level of the conversation adheres to the noise guidelines.
- **Abusive or Obscene Language or Behavior.** Including confrontational and quarrelsome behavior; profane, obscene, or disrespectful language; sexual comments; racial, ethnic, or socioeconomic slurs; and inappropriate gestures, touching, or assault.
- **Noncompliance:** Disobeying the reasonable directive of a library staff member.
- **Harassment:** Including, but not limited to, threatening or annoying another person by verbal or physical contact or by following a person in or about a public place.
- **Boisterous Behavior:** Including, but not limited to, running, horseplaying, misusing the restrooms or the elevator, entering and exiting the building repeatedly, or behaving in any other way that is disrespectful to library patrons or library staff.
- **Meals & Uncovered Drinks:** Eating meals is not permitted except in designated rooms at designated times. Small snacks and drinks in covered containers are allowed.
- **Messes:** Patrons are expected to clean up after themselves.
- **Excessive Physical Contact:** Including, but not limited to, any sexual conduct or physical contact deemed inappropriate for a public place.
- **Abuse of Property:** Anyone involved in the theft, defacement or mutilation of library materials or property may be subject to arrest and prosecution.
- **Monopolizing:** Patrons may not monopolize library staff time or resources.
- **Soliciting or Canvassing:** Solicitation, vending and distribution of petitions or surveys are not permitted in the library or on the library grounds without prior consent of the Library Director or his/her designee.
- **Photographing or videotaping:** Photographing or videotaping of others without the express permission of Library Staff is prohibited.

- **Unattended Personal Items:** Including, but not limited to, bags, laptops, or phones. Personal belongings may not be used to reserve space and may be removed at the staff's discretion. Patrons are responsible for their personal property; staff is not responsible for loss of or damage to personal property.
- **Loitering:** Congregating in or around entrances or stairways, inside or out; patrons may not wander around library without apparent reason.
- **Skate-Park Activities:** The use of wheeled devices for assistance (i.e. wheelchairs, walkers, strollers, etc.) is permitted at all times, both indoors and out. The use of other wheeled devices (i.e. bikes, skateboards, and scooters) is encouraged for transportation to and from, but not within the library. The library building and grounds are not to be used in lieu of a purpose-built recreational environment made for skateboarding, etc.
- **Improper Attire.** Shirts and shoes must be worn at all times in the library.
- **Unattended Children:** Per the library's "Child Safety Policy," children younger than Middle School age must be accompanied by a responsible adult.
- **Animals:** Animals are not allowed inside the library except those working as a service animal or part of an authorized library program.
- **Alcohol, Smoking, and Vaping:** The use of alcohol is prohibited except for at select library events. The library follows all CT and local statutes regarding smoking, vaping, and other controlled substances.

Policy Violation

- Violations of the Policy can result in action including but not limited to asking the patron to leave the library for the remainder of the day, the patron's permanent loss of all library privileges, legal prosecution and police involvement.
- The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his/her designee.
- Any person removed or excluded from library privileges on the basis of these activities may request a meeting with the Library director to discuss the situation and to request reinstatement of library privileges.
- A determination regarding reinstatement will be made in a timely manner.
- Incidents involving permanent removal will be reported to and reviewed by the Library Board of Trustees.

Revised: November 9, 2021

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Approved by the Board of Trustees: March 20, 2012