

## **Greenfield Public Library Behavior Policy and Procedure**

The conduct policy of the Greenfield Public Library is to provide a safe, comfortable environment conducive to the use of the Library materials and facilities for patrons, staff, and volunteers. As well as to preserve the Library's materials, facilities, property, and grounds. This policy is in effect at all times for all patrons. The Library is intended for the use of all members of the public during open hours. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose. Prohibited behavior will not be allowed in the Library.

### **Prohibited behavior may include, but is not limited to the following:**

1. Willfully annoying, harassing, or threatening another person. (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by request for sexual conduct, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others).
2. Any behavior that endangers or could endanger the safety or health of others.
3. Behaving in a disorderly, loud, or boisterous manner.
4. Refusing to follow directives from Library staff.
5. Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff members.
6. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
7. Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods of time.
8. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
9. Exiting through Emergency Exits except in cases of an actual emergency situation.
10. Leaving personal items unattended in the Library. The Library assumes no responsibility for any belongings left unattended.
11. Use of cell phones or electronic devices at a volume that is disruptive to others.
12. Sleeping or exhibit the appearance of sleep.
13. Use the building without shoes or being fully clothed.
14. Picture taking or video recording of individuals unless authorized by the individuals involved or their parent if minors are present.
15. Soliciting, petitioning, and leaf-letting are prohibited in the Library or on Library property.
16. Bringing animals into the Library, except those trained to assist individuals with disabilities under the Americans with Disabilities Act (ADA).

17. Smoking, vaping, or chewing tobacco.
18. Use or be under the influence of alcohol or drugs.
19. Consume food outside of the tiled area in the Junior Room
20. Consuming beverages except for non-alcoholic beverages in lidded containers.
21. Consuming any beverages, even in lidded containers, at the public access computers.
22. Parking bicycles anywhere other than provided bicycles racks.
23. Engage in sexual activity of any kind, including inappropriate displays of romantic affection.
24. Willfully expose patrons or staff to offensive images or language.
25. Violation of any municipal, state, or federal law or code.

### **Consequences**

Enforcement of these rules may take the form of any of the following action, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.

- In most cases, patrons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- In the case of any misconduct that – in the judgment of a staff member – is extreme, the offender will be ordered to leave the building immediately, or a staff member may call the police.
- Patrons engaging in prohibited conduct may be banned from the library building and property by the Library Director for any amount of time up to and including one year in duration.
- If an unattended child exhibits disruptive behavior, a staff member will attempt to locate the parent or childcare provider. If a staff member is unable to locate the parent or provider, the parents or police may be notified.
- Barred patrons who wish to appeal their suspensions may ask for reconsideration at the next scheduled Library Board of Trustees meeting. After an open hearing that includes the barred patron and Library Director, the Library Board of Trustees will decide whether to repeal or uphold the barring and will inform the patron in writing within ten days. The decision of the Board is final.

*Approved August 10, 2023*