

## **Library Rules of Conduct**

### **A. General Rules**

The Library provides services without regard to race, color, ethnic background, religion, gender, sexual orientation, national origin, age, disability, and status of any group protected by federal and state laws.

In order to maintain Berwick Public Library as a safe, comfortable and welcoming place for all members of the community, everyone who uses the Library campus, both inside the building and outside in the parking areas and grounds, must behave appropriately and observe the Library's Rules of Conduct:

- The Library campus is a drug free, tobacco free, and weapons free environment. (See Appendix A)
- Violent or threatening behavior to persons or property is prohibited, including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence.
- Bullying (including cyberbullying), threatening, and abusive language or behavior are not permitted.
- Sexual harassment and indecent behavior are prohibited.
- Images that can be seen by others that might be objectionable (either intentionally or accidentally, and either on screen or in print) are not permissible.
- Stealing or attempting to steal Library or personal property is prohibited.
- Skateboarding, rollerblading, or loitering on the sidewalks and in the parking lot is prohibited.
- Library users may not enter staff workrooms, offices, and storage areas without authorization.
- Unruly or loud behavior, such as yelling, swearing, hitting, is prohibited.
- Cell phones must be silenced when in the Library itself and Library users and volunteers must take all calls in the outer lobby of the Library building.
- Animals or pets are not allowed in the Library except to assist Library users or volunteers with disabilities or by specific authorization of the Library Director.
- Selling, advertising, petitioning, and soliciting are not allowed on the Library campus with the exception of Library-sanctioned programs.

- Gatherings, meetings, and use of meeting rooms require proper authorization.
- Before and after publicly posted hours, the Library is open only to those attending scheduled meetings and events. Others will be asked to leave.

These rules apply to all Library users, volunteers, and staff and for all activities and meetings held at the Library. Library users and volunteers who witness an infraction of any of the above rules should alert Library staff as soon as possible so that they can assess the circumstances of the situation and address it accordingly. Those who do not comply with the above rules will be asked to leave the Library campus. Those who repeatedly violate these rules of conduct may have their Library privileges suspended for a time period specified by the Library Director.

#### Appendix A

Possession and/or use of articles to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person are prohibited. Examples of such articles include but are not limited to firearms, knives, bats and replicas of weapons.

#### Non-Discrimination Policy

The Library provides library services without regard to race, color, ethnic background, religion, gender, sexual orientation, national origin, age, disability, status as a member of the military, or status in any group protected by applicable federal and state laws.

#### **B. Sexual Harassment Policy**

The Berwick Public Library provides an environment that is free of sexual harassment. The Library will respond promptly to allegations of sexual harassment, and where it is determined that inappropriate conduct has occurred, act promptly to eliminate the conduct and impose appropriate corrective or disciplinary action.

### **C. Guidelines for Parents, Caregivers, and Guardians**

Because the Library is a community space, please observe the following guidelines:

- Be considerate of other patrons while on the main level.
- Encourage your children to use their “library voices.”
- For your children’s safety and security as well as the comfort of other patrons, keep young children under the age of seven within your sight.
- Do not leave children under nine years of age unsupervised in the Library.
- Always accompany young children when using the elevator.
- Discourage children from running, jumping, or climbing.
- Handle materials such as toys, books, movies, audio books, and computers gently and carefully.
- Parents, caregivers, and guardians are responsible for their children's actions and liable for any damage to Library property caused by children under their supervision.
- The Library staff is not responsible for children who are unsupervised.

### **D. Guidelines for Student Visitors**

- Come to the Library to read books, newspapers or magazines; borrow books, DVDs or audio books; study; work on a project; or use the computers.
- Share the space. Respect those who are using the Library. Avoid running and loud noises that make it difficult for others to work and enjoy the Library.
- Use the computers one person at a time. Sign up at the circulation desk first, before sitting at a computer terminal.
- Keep the furniture, equipment, and materials in good shape so they will last and be available for other patrons to use and enjoy.

