

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

APPROPRIATE LIBRARY USE POLICY

The Shrewsbury Public Library encourages persons of all ages to use its facilities and resources for research, reference, reading, community gathering and enjoyment. Good library service requires the library environment be conducive to all these activities. This necessitates that all library users be considerate of the rights of others to work safely and undisturbed.

The Children's Department is reserved for use by children, their parents or caregivers and adults interested in children's literature. The Young Adult areas are reserved for young adults during after school hours and on weekends.

For the comfort and safety of patrons, volunteers and staff and the protection of library property, the following actions are examples of conduct not allowed on library property:

- Smoking in the library building (Mass General Laws [MGL], Ch. 270, Sec 22).
- Eating in the library building, except as designated in the Community Commons, or for special library programs (Drinking of beverages in covered containers is allowed throughout the library.)
- Disturbing others with loud or boisterous conduct.
- Lying down or sleeping on any floor, table, or seat in the library.
- Misusing the restrooms (e.g. using them as a laundry or washing facility)
- Engaging in behavior which interferes with another person's right to use the library or with the library staff's ability to perform their duties. Please treat staff and patrons with courtesy. Swearing, vulgar language or gestures are inappropriate.
- Sexually, verbally or physically harassing, intimidating or threatening other patrons, staff or volunteers; this includes, but is not limited to, behavior such as stalking, staring, lurking with intent to annoy, offensive touching, obscene acts and indecent exposure.
- Engaging in threatening behaviors, including but not limited to violence, threats of violence and possession of weapons.
- Bringing animals into the library, except service animals used by persons with disabilities.
- Playing audio equipment so that others may hear it.
- Soliciting or canvassing of any kind.
- Distributing in any manner, including leaving on tables, chairs or placement in stacks, books or periodicals, unauthorized private or non-Library material or documents.
- Failing to provide appropriate supervision of children, as defined in the Shrewsbury Public Library's Child Safety Policy.
- Damaging or defacing library materials or property (MGL Ch 266, Sec 100) Parents are liable for damage done by children under 18 years of age. (MGL Ch 231, Sec 85D).

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- Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without permission (MGL Ch. 266, Sec 99A).
- Use of bicycles, roller blades, skateboards or similar equipment in the building or parking lot. (Bicycles should be left outside in the designated rack.)
- Entering the library barefooted or without a shirt.
- Trespassing in non-public areas without the escort or permission of a staff member.
- Audio or video recording of library patrons, without the express permission of each library patron to be recorded.
- Audio or video recording in non-public areas, staff-only areas, or confidential service areas, or in a manner this is disruptive to library activities.
- Engaging in any activity in violation of federal, state, local or other applicable law, or Library Policy.

Patrons should not attempt to enforce appropriate behavior. Please report disturbing behaviors to Library staff, who will intervene to stop prohibited activities and behaviors.

Failure to comply with the Library's established rules, regulations and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution.

- Patrons who engage in misconduct 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 building for the remainder of the day
- Patrons who engage in misconduct that, in the judgment of the supervising staff member on duty, is extreme will be ordered to leave the building immediately.
- If necessary, the supervising staff member on duty will call the police for assistance
- Patrons who engage in misconduct may receive a written notice from the Library Director and may be barred from the Library.

Violations may also result in restriction and or termination of library privileges, including the use of library computers or other equipment.

- The patron charged, or parent or legal guardian, will be notified in writing as to the suspension action, the length of suspension of privileges, and the reasons for the suspension.
- The patron charged may challenge the suspension by a written statement to the Appeals Committee of the Library Board.
- The address for the Appeals Committee is:
 - Shrewsbury Public Library Board of Library Trustees
 - Appeals Committee
 - 609 Main Street
 - Shrewsbury, MA 01545

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- The Appeals Committee will promptly review the appeal request and respond to the person and indicate the final decision.