



OLD LYME LIBRARY

Library Behavior Policy

In our efforts to provide a comfortable, welcoming environment for all Library users, we have established the following policy:

1. Patrons will keep noise and activity at a level that does not inconvenience others browsing, reading or working in the library.
2. Patrons will refrain from profane or disrespectful language, sexual comments, racial, ethnic or socioeconomic slurs, and inappropriate touching or assault.
3. Cell phone usage shall be limited to the main entrance vestibule. Playing of music on portable devices without headphones is not permitted anywhere in the Library
4. 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.
5. Animals are not allowed inside the library except those working as a service animal or part of an authorized library program.
6. There shall be no loitering in the library or on library grounds.
7. All patrons must leave the premises after closing, unless they are participating in a prescheduled program or meeting.
8. Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest and prosecution.
9. No material shall be removed from the Library without being checked out appropriately. The Library staff may ask to examine users' briefcases, handbags and other packages to help assure compliance with Library's checkout procedures.
10. Smoking and the use of alcohol, narcotics or hallucinogens is not permitted.
11. Food may not be consumed in the public areas of the Library unless authorized in a prescheduled program or meeting. Beverages must be in covered containers.
12. Personal items may not be left unattended on Library property for any reason, including to "reserve" Library space for a patron's future use. Any such items may be removed by Library Staff and relocated at the Staff's discretion. The Library is not responsible for any loss of personal items or information left on Library property, including near computer workstations or printers.
13. Shirts and shoes must be worn at all times in the Library.

14. Children younger than Middle School age must be accompanied by a responsible adult or teenager (see Child Safety Policy). The library staff and this policy recognize that the children's area of the library may be louder and have more commotion than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the child may be asked to leave.
15. Use of the Library's search, copy, print and other information machines, including computers and computer workstations, as well as its public telephones, is subject to reasonable limitation at the discretion of the library staff. Additional rules governing the use of Library computers are set forth in the Library's internet Use Policy.

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.

Updated April 10, 2018
Approved by the Board of Trustees - 3/20/12