



## **Appropriate Library Use Policy**

### ***Welcome to the Auburn Free Public Library***

We value our patrons and appreciate our responsibilities for providing an atmosphere conducive to appropriate use of the Library services, resources, facilities, and staff. To ensure and protect the rights and comfort of all patrons at the Auburn Public Library, all visitors are expected to adhere to the Appropriate Library Use Policy by conducting themselves in a manner that reflects the Library's nature and purpose.

Failure to comply with this or other Library policies may result in restriction or termination of Library privileges; removal from the Library; and/or arrest by the Auburn Police.

#### **Library staff will intervene to stop prohibited activities and behaviors.**

#### **The following behaviors are *unacceptable* in the Library:**

- Creating a disturbance by making noise, talking loudly, yelling, or engaging in disruptive behavior or conduct (M.G.L., c. 272, §41)
- Verbal, physical, or written advances or gestures that threaten the rights or safety of another patron or Library staff member
- Loud, abusive, threatening, or insulting language
- Loitering near or obstructing an entrance, doorway, foyer, aisle, or other area of the Library
- Disruptive or unsafe behavior including any conduct that interferes with the use of the Library by others, or with the functions and responsibilities of the Library staff
- Sleeping
- Sexual harassment or misconduct
- Entering Staff designated areas
- Remaining in the Library without being engaged in purposes for which the Library was intended such as studying, reading, engaging in programs, perusing resources, or researching
- Consuming food or drink in the Library
- Loud or lengthy cell phone use (Use of cell phones in the Library is generally strongly discouraged)
- Possessing weapons of any kind
- Engaging in harassment, intimidation or coercion of Library patrons or staff (M.G.L., c. 272, §10)
- Bringing animals or pets into the Library, with the exception of service animals

#### **The following abuses of the facilities or equipment are *unacceptable* in the Library**

- Smoking in the building or within thirty (30) feet of the premises (M.G.L., c. 270, §22)
- Petitioning, soliciting or selling merchandise
- Posting or leaving promotional materials in the foyer without permission
- Playing audio equipment so that others are able to hear it
- Misusing restrooms
- Using Library telephones; except in an emergency

- Using false identification to obtain a Library card or to check out Library material or the use of another person's Library card without his or her permission is a violation of state law (M.G.L., c. 266, §99)
- Leaving personal possessions unattended or expecting library staff to guard them
- Using computers without appropriate registration as a patron or guest (guests must provide appropriate identification and must be age 12 or older to use computers in the Main area of the Library)
- Using Library furniture, equipment, and materials for purposes other than their intended function
- Monopolizing Library equipment, materials or facilities preventing others from using them

### **Children**

The Children's Room is reserved for use by children under age 12 with supervision. Please refer to the separate Children's Room Policy for appropriate use.

### **Recording Devices**

The use of any audio, video, or other recording devices (including cell phones) is strictly prohibited in the Library.

This policy applies to anyone entering the Library, including Library patrons, staff, and anyone presenting Library programs.

\*\*\* Exceptions may be made under certain conditions or for certain situations.

ALL exceptions must be pre-approved by the Library Director.

\*\*\*Recording, in any format, of certain materials or resources may violate copyright laws or license agreements.

If unsure, please see the Library Director.

### **Unattended Youth and Special Needs Persons**

Library staff cannot assume responsibility for youth and special needs persons left unattended or without adequate supervision. Youth under age 12 and anyone with special needs who requires a caregiver must be *directly supervised in the Library at all times*. Library staff will provide appropriate materials from other departments, such as the Children's room, upon request.

### **Security and Theft**

For the safety of Library patrons and to guard against theft, the Library staff reserves the right to inspect all backpacks and other items entering or leaving the Library.

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**The Library Director, or her designee, has discretion, responsibility, and authority to make timely and/or immediate decisions based on the safety and comfort of all patrons.**

*~ Thank you for your adherence to this policy ~*

*Approved by the Board of Library Trustees 9/07/2016*

#### **Auburn Public Library**

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Dr. Jean E. Collins | Library Director