

## TOHP Burnham Library

### Behavior Policy

The TOHP Burnham Library has established this Behavior Policy to ensure that library facilities are welcoming and provide equitable access to services and materials for all library users.

Library employees will courteously and fairly enforce this policy.

#### **Inappropriate Behavior**

- Interfering with another person's right to use the library or with library employees' performance of their duties. Examples, not limited to:

Creating a disturbance by making noise, talking loudly or engaging in other disruptive conduct such as loud cell phone use

Abusing library equipment, furniture and materials

Participating in inappropriate public displays of affection.

Sleeping

Unwelcome comments of a personal nature; sexual advances or acts; bullying

Bringing animals of any kind into the library, unless serving as an aide animal or part of a library-sponsored program

- Leaving minors, the aged, or vulnerable individuals unattended in the library
- Misusing library internet and network use policies
- Failing to abide by library policies

**Response to Inappropriate Behavior:** 1. Verbal notification and request to cease behavior, 2. Warning that continuing behavior will lead to expulsion 3. Expulsion from the Library for a period commensurate with infraction If inappropriate disruptive behavior persists on multiple occasions after warnings and actions from library employees, the Library Director may proceed with a Notice of Trespass for a specific period of time commensurate with the infraction.

In cases where voluntary compliance is not adhered to, the Essex Police Department/911 may be called for assistance.

**Prohibited Illegal Behavior:** Library patrons may not engage in any action or activity that violates any Federal, State, local laws, ordinances, and regulations. Weapons of any kind are not allowed or to be displayed, except those possessed by law enforcement officials. Illegal behaviors may represent or appear to represent a physical danger to people, vandalism to property, or interference with the legitimate library business of other persons or employees.

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Prohibited Illegal Behavior includes, but is not limited to, the following:

- Smoking and use of any tobacco products (including vapes, e-cigarettes and cannabis) on library property
- Possession, selling or use of any unlawful controlled substance AND alcohol
- Being under the influence of alcohol or an unlawful controlled substance
- Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without his/her permission
- Vandalism of library materials or property. Parents are liable for damage done by a minor under the age of 18.
- Threatening verbal or physical behavior, including but not limited to, violence, threats of violence, harassment, and possession of weapons
- Sexual acts or solicitation

#### **Response to Illegal Behavior**

At any point an illegal activity takes place on library property, library staff will immediately call the Essex Police Department/911. Verbal notifications to cease behavior may be followed by expulsion from the property for a specified period of time commensurate with the infraction. The Library Director may proceed with a Notice of Trespass.

The Library and its employees do not act in the place of guardians. We take seriously the safety of all patrons, especially those most vulnerable. A vulnerable individual means a minor and/or an individual with mental or physical impairment or the aged who may be unable to protect themselves from abuse or exploitation or to comprehend and comply with Library policies. Library employees cannot be responsible if the unattended minor and/or vulnerable individual leaves library property. In the case of a minor and/or vulnerable individual left at the library unsupervised or after closing, library employees are instructed to proceed as follows:

- Attempts will be made to contact a guardian and explain the concern;
- Library employees will, under no circumstances, accompany the person off of the library grounds or transport the individual to any location.
- A copy of this policy will be made available to the parent or guardian so it is understood why these steps were taken.

Voted and adopted 2015