

**Jonathan Bourne Public Library**  
**19 Sandwich Road**  
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**Jonathan Bourne Public Library –Behavior Policy**

Welcome to the Jonathan Bourne Public Library. The library’s first priority is public service.

The JBPL Board of Trustees has established this Behavior Policy to ensure that the JBPL can carry out its mission and to ensure that no person or group is denied access to library facilities or services as a result of behaviors that create an unsafe or unwelcoming environment on library property. Failure to comply with the JBPL Behavior Policy could result in expulsion from the library and revocation of library privileges or in prosecution or arrest.

The JBPL is a tax-supported community agency which is available to all, regardless of age, residence, race, education, socioeconomic status, gender or religion. Everyone using this facility or seeking assistance in finding materials and information should receive impartial, helpful, and friendly customer service. The establishment of these guidelines for behavior in the library building is necessary to insure the existence of an environment which promotes the use and enjoyment of the library’s resources and at the same time protects the public, the staff, the material and equipment.

The following policy has been established by the JBPL Board of Trustees and will be courteously and fairly enforced by library employees.

**LIBRARY RULES**

1. Library patrons and staff will treat one another with respect at all times.
2. Disruptive behavior, i.e. destructive or continuing activity by any individual or group of individuals which infringes on or potentially infringes on other patrons’ rights to use the library, shall not be permitted. Examples of such disruptive behavior are listed below. The behaviors listed below are for guidance and are not intended to constitute a complete list of violations. As such, the library staff reserves the right to determine whether other conduct not listed below constitutes “disruptive behavior”
  - a. Smoking, or the use or handling of tobacco or electronic cigarettes in the library or on library grounds.
  - b. Being under the influence of, soliciting, or using alcohol or narcotic substances in the library building or on library grounds.
  - c. Utilizing personal electronic equipment (examples include, but are not limited to cellular phones, CD players, laptop computers, iPads) in such a way that it disturbs other library patrons or interferes with other patrons’ use of the library.
  - d. Shouting, running, pushing, or other rowdy, rambunctious or disruptive behavior.
  - e. Using abusive, obscene, or profane language in such a manner as to threaten the rights or safety of another person, or infringe on the sensibilities of others.
  - f. Misuse of the public restrooms (examples include bathing, shaving, changing clothes or washing clothes)
  - g. Lying down or sleeping on library furniture or floors.

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3. No person shall take library materials without properly checking them out. Removal of library materials without checking them out is larceny. The library staff reserves the right to inspect the bags or parcels of any patron. In certain cases, the Police Dept. may be called to do this.
4. Canvassing, selling, soliciting or distributing materials is prohibited except during library-scheduled events and/or when written permission to do so has been obtained in advance from the library director.
5. Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.
6. Destruction or defacement of the library building, property, or library materials is punishable by law.
7. Appropriate attire, including shirts and shoes, must be worn. (Examples of inappropriate footwear include but are not limited to cleats, skates, or rollerblades.)
8. Patrons shall not use the library telephones to make or receive personal phone calls except in cases of true emergency, as determined by library staff.
9. The blocking of entrances or aisles is not permitted. Members of the public must use only authorized entrances, exits and stairways.
10. A person may be required to leave the library if their personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.
11. No animals, except for service animals as defined by the American with Disabilities Act (ADA) or animals used for special programming, are allowed in the library.
12. Dangerous weapons are not allowed in the library or on library property.
13. The use of incendiary devices such as, but not limited to, candles, matches and lighters is prohibited.
14. Sexual misconduct is prohibited. (Examples of misconduct include, but not limited to, inappropriate touching, exposure, solicitation, or any excessive displays of affection)
15. Patrons are expected to cooperate with staff when closing time is announced. Notice is given to library users approximately 10 to 15 minutes before closing to provide enough time to check out materials and finish whatever they are working on.
16. Any person, who, in the opinion of the library staff, is engaging in conduct described here as inconsistent with the orderly operation of the library, will be asked to leave and will be expected to do so in an orderly manner. Police may be called if needed.
17. Library staff are not responsible for personal items left unattended in the library or on library grounds. Storage for personal property is not provided. Items left at the library are subject to disposal.
18. Library privileges may be limited by the library director for the following reasons:
  - A. Damaging library property
  - B. Stealing library materials
  - C. Threatening or physically harming staff or patrons.
  - D. Criminal acts committed on the premises or grounds.
  - E. Disruptive behavior.

## **CHILDREN CONCERNS**

The Jonathan Bourne Public Library and its employees do not act “in loco parentis” (in the place of parents). We take seriously the safety of all patrons, especially those most vulnerable. If the child is not being supervised, (s)he may be considered unattended even if a parent is in the building.

The children’s area of the library is reserved for children, their parents or guardians, and adults interested in children’s literature (such as teachers and students taking children’s literature classes). Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children’s area of the library may be questioned by library staff and may be asked to move to another area of the library.

Restrooms in the children’s area are to be used only by children and adults accompanying those children.

### **UNATTENDED CHILDREN:**

No person shall leave children under the age of ten unattended. Parents or caregivers must keep children under the age of ten within eyesight at all times. Children under the age of ten who are repeatedly left unattended will be referred to the police and/or DCF. Parents and caregivers are always responsible for the supervision and behavior of their children.

Children aged ten through 16 years of age may use the library unattended as long as their conduct is acceptable in a library setting.

Should it be determined that a child under the age of 10 has been left unattended in the library, library staff will do the following:

1. Attempts will be made to contact the child’s parent or guardian.
2. If no parent/guardian can be located within one hour, library staff will notify the Bourne Police Department to come take responsibility of the child.
3. A copy of this policy will be made available to the parent or guardian so it is understood why these actions were taken.

In the case of any child left unattended at the library at closing, library staff will do the following:

1. Attempts will be made to contact the minor’s parent or guardian.
2. Two employees will wait with the minor by the entrance of the library
3. Library employees will wait ten (10) minutes beyond the hour of closing before calling the Bourne Police Department to come take responsibility for the minor.
4. Library employees will, under no circumstances, accompany a minor off of the library grounds.
5. A copy of this policy will be made available to the parent or guardian so it is understood why these actions were taken.

## **FOOD POLICY**

1. Only beverages in securely covered containers such as screw top or other spill resistant containers may be used. Beverages in cans and open containers are not permitted.
2. Neat, snack foods are allowed for consumption in the library. Patrons should clean up after themselves and alert staff if there are spills. No food is allowed at computer stations.
3. Waivers to the food and drink policy for special programs and functions held in the program room, conference room and children’s activity room may be given with prior permission of library administration.