

# Gilford Public Library

## Patron Behavior Policy

The Gilford Public Library is a valuable community resource of materials, information services, and programs for the public benefit. Its doors are open to all regardless of origin, age, background or views. Every individual has the right to use the Library undisturbed and every library employee has the right to work without undue interference. In order to safeguard everyone's right of access to the library, to ensure safety of patrons and staff, and to protect the library and its resources, the Gilford Public Library has established the following general rules of behavior:

- 1. Any misconduct or inappropriate behavior that disturbs others is prohibited. Such conduct includes but is not limited to:**
  - Excessively loud talking or boisterous behavior
  - Use of headphones at a level of volume audible to others
  - Harassment, either verbal or physical. Harassment may include initiating unwanted conversations with other individuals or employees in the library or on library grounds.
  - Use of inappropriate language or gestures
- 2. Any misconduct which is potentially harmful to library users, staff, or facilities, is prohibited. Such conduct includes but is not limited to:**
  - Running, pushing, hitting, wrestling, etc.
  - Abuse of Library furniture, equipment, or materials (e.g. throwing materials, sitting on tables, sitting with more than one person per chair, students in Middle and High School playing in the young children's areas.
  - Bringing open containers or food into the carpeted areas of the library.
  - Smoking or vaping
  - Loitering outside
  - Skateboarding or rollerblading in the library or on library walkways.
  - Not wearing shoes
  - Climbing trees or buildings
- 3. Any willful misuse of library resources or property. Such conduct includes but is not limited to:**
  - Unauthorized use of library breakrooms and/or kitchen
  - Throwing personal garbage into library dumpster
  - Violation of computer policy or misuse of computer equipment
  - Soliciting for personal, political, or religious purposes
  - Removing library materials from the library without checking them out
  - Misuse of library restrooms
- 4. Parents or guardians are responsible for the behavior and supervision of their young children.**
- 5. Children under 5<sup>th</sup> grade should not be left unattended in the library.**

Anyone violating these rules is first warned by a staff member at the time of the offense. If the conduct continues, the offender is asked to leave the premises and if necessary, receive a no trespass for a period of time. In the case of repeat offenders or in cases where voluntary compliance is not adhered to, the police may be called for assistance. In some situations, if the behavior is extreme, no warning is necessary. In the case of a minor, a letter may be sent to the parent/guardian if the minor is asked to leave the library.