

**Enfield Public Library
Policies and Procedures**

Library Behavior Policy

In order to provide a safe and comfortable environment for all library users, a Library Behavior Policy has been established. The purpose of this Policy is to define unacceptable behavior and appropriate conduct.

Patrons found to be in violation of this Policy will face increasing levels of action ranging from being banned from the library for the remainder of the day, to permanent loss of all library privileges, to legal prosecution. 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 or her designee.

1. Unacceptable Behavior is behavior that interferes with other patrons' use of the library, or damages library property and is not permitted. Unacceptable behavior includes, but is not limited to:
 - a. loud, disruptive conversations, including shouting;
 - b. use of profane and/or abusive language;
 - c. harassment of others, either verbally or physically, including any action that other patrons or staff members reasonably perceive as harassment;
 - d. threatening others either verbally or physically, including any action that other patrons or staff members perceive as threatening;
 - e. use of alcohol or narcotics on library premises, or being under the influence of either alcohol or narcotics while on library premises;
 - f. smoking, including electronic nicotine delivery systems;
 - g. carrying weapons of any kind, except by law enforcement officers;
 - h. throwing, running and climbing;
 - i. the use of radios and other sound producing devices except when used with headphones with sound inaudible to others;
 - j. the use of cell phones, unless the ringer is off and conversation is neither loud nor disruptive;
 - k. solicitation, vending and distribution of petitions or surveys in the library or on library grounds without the prior consent of the Library Director or his/her designee;

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- l. bringing animals inside the library, with the exception of service animals;
 - m. unauthorized access to staff areas;
 - n. the use of athletic equipment of any kind (patrons with these items may check them at the front desk);
2. Appropriate attire, including shirts and shoes are required at all times on the library grounds.
 3. Covered faces are not allowed except for library-sponsored programs or for religious or medical reasons.
 4. Parents or legal guardians are responsible for the behavior of their children. Library staff cannot assume responsibility for the care of unsupervised children under the age of eighteen.
 5. Children eleven (11) years of age and younger must be accompanied by, and at all times, be under the supervision of, a parent or other responsible caregiver who is at least twelve (12) years of age. The library staff and this policy recognize that the children's area of the library may be louder and livelier than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the library.
 6. All patrons must leave the building after closing, unless they are participating in a prescheduled program or meeting.
 7. Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest and prosecution.
 8. Respect for other patrons should be exercised when consuming food or drink in the library and care should be exercised around library materials. Food or drink is prohibited at computer workstations.
 9. It is impractical to foresee and address every objectionable behavior that may occur in the library. Staff therefore has the responsibility to make decisions that are in the best interest of the library and *all* of its patrons whenever this Policy does not specifically address a situation.

These policies are drafted in accordance with Sec. 11-32 and Sec. 53-21a of the Connecticut General Laws.