



## Rules of Behavior

The Concord Free Public Library strives to provide a comfortable and welcoming atmosphere. All residents and visitors have the right to use the library services and materials safely and freely. With this right comes the responsibility for conduct that allows each patron to study, read and work without interference. The Library has established these Rules of Behavior to ensure the rights and safety of library users and staff, and to preserve and protect the library's materials, equipment, facilities, and grounds. These rules, along with other library policies, will be applied in a fair and reasonable manner.

Respect for other library users and library staff members shall be maintained at all times. Disruptive or inappropriate behavior that infringes on others' use or right to use the library shall not be permitted. The library staff reserves the right to determine if other actions not listed below constitute "disruptive or inappropriate behavior." Individuals who will not respect these expectations may be asked to leave the library, have library privileges suspended, or be subject to legal action.

Examples of disruptive or inappropriate behavior include (but are not limited to):

- Solicitation on library premises, including distributing written leaflets within the library facility, in the parking lot, or on walkways immediately adjacent to the library entrances.
- Smoking, vaping, using electronic cigarettes, consuming alcohol\* or any other controlled substance while on library property. (*\*Use of alcohol is only permitted during Library Corporation sponsored events.*)
- Use of profanity, running, throwing things, fighting, pushing or shoving.
- Stealing, damaging, altering, or inappropriate use of the library facilities, collection, or technology.
- Using personal electronic equipment, such as computers and cell phones, in a manner that disturbs other library users, such as loud audio equipment and playing or listening to music without headphones.
- Using the public restrooms for bathing, laundry, or any other unintended purpose.
- Excessive public displays of affection.
- Indecent exposure/public indecency.
- Interfering with others' use of the library, its services and materials.
- Interfering with library staff members' ability to perform their responsibilities.

To ensure that the Library is welcoming and comfortable for all:

- Covered beverages are permitted in most areas of the library. They are not, however, allowed in Special Collections or at the public computers.
- Food is limited to the Teen Lounge and Commons at the Main Library, and the Meeting Room at Fowler, or in other designated spaces during library sponsored events.

- Shirts and shoes must be worn in the library at all times.
- Walkways throughout the building and access to library materials should not be obstructed. Power cords should not cross pathways or be used in ways that create a trip hazard. Bulky objects brought into the library should not obstruct access to library materials nor block walkways.
- Animals, except for service animals, are not permitted.
- The use of study rooms and meeting rooms is limited to those who have signed up.
- Personal belongings should not be left unattended. Library staff members are not responsible for patrons' personal property. Police may be called to remove items that appear to have been abandoned.
- The library reserves the right to inspect all bags, purses, briefcases, backpacks, etc., for concealed library material.
- Patrons should not bring personal property into the library that the library staff considers to be hazardous. The library staff may refuse to permit a patron to have access to the library in such circumstances.
- The telephones at all service desks are business phones. They may only be used by patrons, with staff permission, in cases of emergency.
- The material and equipment in the library are here for patron and staff use. Any purposeful damage done to the material, equipment, furniture, building or property of the library is against the law and will be reported to the police.
- Use of personal transportation devices (including bicycles, skateboards, or roller-blades) on library property is not allowed.
- The storage of personal transportation devices (including bicycles and scooters) inside the library is not allowed. Such devices should be placed in the designated location outside.
- Guns and other weapons are not allowed in the building at any time (except by law enforcement officers).
- Solicitation activities, including distributing written leaflets, may be conducted on public sidewalks a reasonable distance from the library entrances, but shall not impede entrance into and egress from the library.
- Single person restrooms should only be used by one person, unless a parent or other caregiver is required.

*Approved by the Concord Free Public Library Committee, March 18, 2014.*

*Revisions Approved by the Library Committee on August 18, 2020, November 15, 2022.*