

## HERITAGE PUBLIC LIBRARY

### **Policy: Library Behavior Policy**

**Date Issued: June 10, 2017**

The Mission of Heritage Public Library is to provide quality materials and services, which fulfill the educational, informational, cultural and recreational needs of the community we serve in an atmosphere that is welcoming, respectful and businesslike.

To maintain this environment, the staff of Heritage Public Library is authorized to exercise judgement regarding both individual and group behavior. Persons who are on library property assume the responsibility to act courteously toward all other individuals and Library staff, to act respectfully with regard to public property, and to follow the rules of the Library facility.

The Library reserves the right to expel any individual(s) whose behavior is disruptive of whose actions interfere with the use of the Library by others. Persons who do not follow these rules may be asked to leave the Library. In turn, their Library privileges may be suspended temporarily or permanently. If needed, on site and/or appropriate law enforcement authorities will be promptly notified.

### **Behavior Standards**

- Practice respect and civility when dealing with fellow library users and staff.
- Speak in a tone and at a volume level assuring that other library users and staff are not disrupted. This includes cell phone use, excessive laughter or listening to audible music.
- Refrain from coarse or vulgar language or displaying offensive, vulgar or abusive materials, including internet sites.
- Maintain an acceptable standard of personal hygiene. Wear shirts and shoes at all times.
- Supervise the behavior of your children.
- Abstain from the use of all tobacco products and illegal drugs both inside and outside on library property.

### **In order to provide a safe and comfortable library environment, the following are NOT permitted:**

- Destruction or theft of library materials or property.
- Any form of harassment, physical, verbal or sexual, to any staff member or library user.
- Consumption of food or beverages except in the appropriate specified area.
- Consumption of alcohol or illegal substances or being under the influence of alcohol or illegal substances.
- Possession of weapons.
- Solicitation of any type.
- Demonstration of aggressive behavior and/or public display of excessive affection.
- Entering "staff only" areas without permission of library staff.