

TRUSTEES' HANDBOOK—POLICIES

BOXFORD TOWN LIBRARY

Boxford Town Library Rules

The Boxford Town Library is a public resource that aims to meet a range of information, cultural, and educational needs. The library has created this policy to ensure patrons will be able to use the Library resources and attend programs and events without disruption. Patrons who exhibit appropriate behavior and abide by the rules of behavior are welcome to use the library resources and attend programs and events. Consequences for behavior inconsistent with the rules of behavior are outlined in this policy.

1. Many patrons use the Library as a place for quiet work. Patrons should respect the rights of others and not engage in loud conversations or noisy activities. Please set cellular telephone ringers to silent while in the Library and conduct any necessary phone conversations in a quiet voice, or step outside to have them. Do not play audio equipment so that others can hear it.
2. The use of cellphones while attending programming is distracting to other attendees. If you need to use your phone or take/make a call, please leave the room, and take your call elsewhere.
3. Smoking, vaping, consumption of alcohol and tobacco products, cannabis-based edibles, and the use of illegal drugs are prohibited in the library.
4. The possession and use of rifles, firearms, and dangerous weapons by residents and patrons (except for law enforcement officers) is forbidden in the Library.
5. Patrons must wear appropriate clothing in the library. Footwear, shirts/blouses, and pants/shorts/skirts/dresses are always required.
6. Personal hygiene should be sufficient as not to disrupt others and to not leave stains/vermin on public property (e.g., furniture, books, keyboards, etc.).
7. Theft and damage of library property are forbidden and are violations of state and federal law. All materials must be checked out before leaving the building.
8. Inappropriate behavior in the library or at a library event, such as verbally or physically harassing any staff member or patron is unacceptable. If you have a concern about a policy or procedure, or about another patron's behavior, please speak with the Library Director or designee.
9. Campaigning, soliciting, or petitioning is not allowed.
10. Pets are allowed in the Library as long as they are under control of their owner and behave appropriately.
11. Library telephones are not available for public use. The staff reserves the right to decline requests for telephone use.
12. Parents/guardians/caregivers are responsible for the behavior and supervision of their children. Please refer to the Library's *Child Safety Policy* for more information.
13. Patrons are responsible for their personal property. Please do not leave items unattended. The library cannot be responsible for lost or stolen items.

Policy voted and adopted on: January 18, 2018

Policy last reviewed and amended on: April 10, 2023

14. Please read and follow the rules for the use of the Library's computers and printers before using this resource. All policies are available online and at the Main Services Desk.

The Library Director (or designee) and the staff reserve the right to determine whether other types of behavior, not specified above, are disruptive to the Library's mission or to other patrons and to ask patrons to refrain from said behavior.

Patrons who are not in compliance with the preceding Library Rules and engage in activities not permitted in the Library will be asked to correct their behavior. A patron may have their library privileges suspended until the individual has met with the Library Director. Future use of the Library will be contingent upon the individual abiding by the conditions agreed to with the Library Director. Please cooperate with the library staff who must interpret and apply these rules and regulations. Your cooperation will help promote excellence in library service for everyone.