

## **POLICY ON ACCEPTABLE LIBRARY USE**

The following policy defines the expected appropriate behavior of patrons and staff while on Library property. Those who fail to comply will be required to leave the premises and may be barred from future use of the library.

### **The following activities are not allowed in the library or on library property:**

- Any activity prohibited by Federal or State law, or town ordinance/bylaw.
- Removing Library property (eg, books, CDs, magazines, etc) from the building without checking it out.
- Not being fully clothed, including wearing a shirt and shoes.
- Smoking of any kind (including tobacco, herbs, marijuana or other substances).
- The use, sale, or possession of alcohol or illegal drugs, or being under the influence of such substances.
- Use and possession of any object that can inflict bodily harm (including weapons such as guns, knives, etc).
- Any acts or threats of violence that would make a patron or staff member feel unsafe, including but not limited to the following:
  - Verbal, physical, or sexual harassment, including offensive touching
  - Stalking, staring, lurking with the intent to annoy, obscene acts, and indecent exposure
  - Using offensive, obscene or abusive language and/or gestures
- Misusing the restrooms (e.g. performing laundry, grooming, or bathing activities). Flushing of any materials other than waste or toilet paper is strictly prohibited.
- Entering areas posted “Authorized Personnel Only” without permission.
- Sleeping while in the building or on the grounds, including camping.
- Bringing animals into the library, except for a Service Animal trained to perform a specific task for a person with a disability. Emotional support animals and household pets are not permitted.
- Patrons must not leave personal belongings unattended.
  - Note: The library will not store items for patrons. The West Boylston Police Department will be contacted to retrieve any suspicious unattended items.
- The use of bicycles, skateboards, roller blades, or similar devices is prohibited on Library property.
  - Note: Bicycles should be left in the bicycle parking racks outside the building. Bicycles left in entryways, on walkways, or in stairwells may be relocated by staff.

**The following guidelines have been established to ensure all patrons have safe and equitable access to Library services:**

- The Library is dedicated to providing a safe and developmentally appropriate space for children and teens to use.
  - Children who are 9 years old or younger must be always attended by a parent/caregiver. In some circumstances, children who are between 10 and 13 years of age may be left unattended for up to 2 hours.
  - Adults are welcome to utilize the resources available in the Children's Room or Teen Space; however, if the adult is not accompanied by a child, they must leave the area after selecting the desired materials.
  - More information is provided in the Child Safety Policy.<sup>1</sup>
- Any adult who requires supervision must be accompanied by a responsible adult/caretaker.
  - Library staff are not responsible for supervising or monitoring vulnerable adults.
- Patrons may rearrange seating to better accommodate their group but are required to return furniture to its original location before leaving.
  - Furniture may not be arranged in any location that prevents entry or egress.
- Patrons must maintain appropriate personal hygiene. Patrons with strong odors or hygiene issues that disrupt the library environment will be asked to leave until the issue is resolved.
- Light refreshments are allowed in designated areas. All drinks must be covered. Patrons may not use the Library as a delivery address for food delivery services.
- The Library strives to foster collaboration and community. Quiet conversation, collaborative work, and brief, quiet phone conversations are permitted except in the designated Quiet Zone. Patrons needing a quiet workspace are encouraged to use the designated Quiet Zone<sup>2</sup>.

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<sup>1</sup> The Child Safety Policy is available on the Library's website (at <https://beamanlibrary.org/child-safetypolicy/>) and at any Library service desk:

<sup>2</sup> The Quiet Zone is located in the Nonfiction Room on the basement level of the Library. The Quiet Zone shares a space with the Nonfiction Collection and may be subject to low noise levels due to collection browsing or staff performing work with the collection. The Quiet Zone is located adjacent to the Stiles Meeting Room. The Library will make all efforts to contain sound from programs and events within the Stiles Room, but sound may carry to the Quiet Zone. Patrons seeking near-complete silence are encouraged to check the Library's event calendar and visit when the Stiles Room is not in use.

**Disciplinary actions for policy violations:**

Library staff may address any behaviors not listed above that disrupt the use and enjoyment of the Library by patrons or interfere with staff performance of their duties.

Patrons who fail to correct their behavior after being addressed by staff will be required to leave the Library for the remainder of the day. Repeated disruptive behavior across multiple visits may result in the suspension of Library privileges. The Library Director will determine the suspension of privileges based on the severity and frequency of the violations. If the suspension is related to illegal activities, law enforcement will be contacted, and appropriate legal action will be pursued.

Patrons whose Library privileges have been suspended may file a written appeal with the Board of Trustees within ten (10) calendar days of receiving notice of the suspension. The decision of the Board of Trustees shall be final.

Approved by the Beaman Memorial Public Library Board of Trustees on January 14, 2025.