

Library Use Policy and Behavior Guidelines

Holbrook Public Library provides access to all through its collections, programs, facilities, and resources. We strive to serve our patrons effectively by providing a welcoming and safe environment. We ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following our Library Use Guidelines.

To ensure a safe and positive library experience for all, please do not:

- Engage in any activity prohibited by law.
- Engage in disruptive or unsafe behavior, including interfering with the use or operations of the library by users or staff.
- Harass library users or staff including intimidating, annoying, following, or staring.
- Use loud, abusive, or profane language.
- Physically abuse or assault patrons or library staff.
- Leave a vulnerable adult or child unattended. Please refer to the library's Safe Child Policy for more details.
- Use computers, areas of the library, or attend programs designated for children or teens without a need to access those collections or accompanied by a child or teen.
- Take photographs or videos of library users without their permission.
- Sleep
- Eat anything messy, or with a child that cannot sit and eat without making a mess. Covered beverages are ok.
- Enter the library with hygiene conditions or unsanitary belongings that interfere with the use of the library by other patrons or staff.
- Enter the library without shoes or clothing covering both your upper and lower torso.
- Remove shoes or clothing while inside the library.
- Solicit, distribute leaflets, or post notices without permission from Library staff.
- Bring in animals other than service animals.
- Enter non-public or staff-only areas.
- Park vehicles on library premises for purposes other than library use.
- Use bicycles, skates, skateboards or similar items inappropriately on library property.
- Bathe, shave, or wash clothes in the library restrooms.
- Engage in any activity prohibited by the library's computer and internet use guidelines.
- Block aisles, shelves, entrances, or leave items unattended at any time.
- Use another person's library card number without that person's permission.
- Bring weapons of any kind into the library.
- Remove library materials from the building without checking them out.
- Steal, damage or deface library materials or property. Doing so may result in prosecution.

We ask patrons to follow all Holbrook Public Library policies and guidelines or abide by any reasonable request from staff to refrain from disorderly or disruptive behavior. Violations of

policies or guidelines may result in removal from the facility and/or suspension of library privileges.

Escalating consequences for violations of the Library Use and Behavior Policy are as follows:

- In the event a patron violates one or more principles in the patron behavior policy, they will be asked to vacate the premises for the duration of the day
- Upon 2nd violation, the patron will be asked to vacate the premises for the duration of one week.
- Upon 3rd & or further violations, library administration will determine the duration of the patron's barring from the library
- Significant single violation may result in a longer barring period as determined by library administration (ie. patron assaults others, significant damage to property, loud verbal confrontations including loud volume and/or profanity directed towards other patrons and/or staff)
- All incidents that result in a patron having to vacate the premises should be documented by staff in a library incident report form. These forms will be kept on file within the library for no less than one year.

Illegal activity may result in arrest.

Approved by the Library Board of Trustees on August 13, 2024