

**Policy Statement:**

To achieve the goals of good library service, the Board of Trustees accepts the responsibility of ensuring that the library building facilities will adequately meet the physical requirements of modern library services and offer to the community a compelling invitation to enter, read, look, listen, learn, and enjoy.

The Trustees and staff seek to provide a safe and comfortable environment for all library users and to be good stewards of the town's property. Those using the library have a right to expect a safe, comfortable environment that supports library services.

We expect all library users to observe common courtesy toward other users and library staff. Disruptive and discourteous behavior includes, but is not limited to, misuse of library property and actions that deliberately disturb others or prevent the legitimate use of the library and its resources. Library patrons who are informed that their actions are disturbing other patrons and do not alter their behavior may be asked to leave the premises.

**Rules of Library Behavior:**

1. Library users should respect the rights of others and not engage in loud conversations or activities, profane or abusive language, use of audio devices without headphones, or other potentially disturbing actions.
2. Limit conversations on cell phones to emergency or necessary calls.
3. Appropriate attire, including shirts and shoes, shall be worn at all times.
4. Harassment of others, either verbally or by physical action(s) is prohibited. This includes any actions that library users or staff members perceive to be harassment.
5. Threatening the safety of another person is prohibited.
6. Use of alcohol, tobacco, or illegal drugs is prohibited in the library.
7. Public bathrooms are unisex and are meant for one person at a time unless a parent is accompanying their young child, or a caregiver is accompanying a charge.
8. Only certified assist animals (<https://www.nh.gov/disability/mediaroom/serviceanimals.htm>), trained to assist persons with disabilities, are allowed in the library. Assist animals in-training may be allowed in the library. Animals present for planned programming activities are allowed in the library.
9. Personal property left unattended is the responsibility of the library user.
10. Children aged 10 and under may not be left unattended in the library and must be supervised by a designated caregiver 16 years or older. Disruptive behavior or damage to library materials may result in a request to take children out of the library. Please refer to the "Unattended Children" policy for more information.
11. Theft or damage to library property is prohibited and may result in the appropriate prosecution and/or necessary restitution.

Violations of this policy will result in increasing levels of action, starting with a verbal warning. If, per staff judgement, behavior rises to the level of violation of federal, state, county, or municipal laws, or poses an immediate threat to the safety or well-being of other library users or staff, patron may be asked to leave immediately.

Police will be notified by staff if the threat to the public or staff appears imminent.

The level of action will be assessed on a case-by-case basis and at the discretion of the Library Director or the Trustees, or the supervising staff member on duty, including but not limited to

restriction of use of library and library materials. A library user may appeal any such decision to the Board of Trustees who will review any appeals at their next scheduled meeting.

Extraordinary Circumstance:

Extraordinary circumstances may arise which, from time to time, require response from library staff and patrons. This response may require certain actions, modifications, or restrictions on behavior in the library. Responses may be dictated by federal, state, county, or municipal guidance. This may include (but is not limited to):

1. Limiting occupancy of the building.
2. Requiring "curbside pickup" of materials.
3. Requiring certain health and safety measures while occupying the building.

The library views these as enforceable precautions or actions, violations of which may result in expulsion of non-complaint patrons. Guidance will be posted in a clear and visible location for visitors and is not negotiable.

Approved by the Weeks Public Library Board of Trustees on 6/9/2009; revised 6/12/2012; revised 8/10/2021, revised 09.12.2023.