

WOODBURY PUBLIC LIBRARY

POLICIES/PROCEDURES MANUAL

CODE OF CONDUCT

Policy Background

Consistent with the Woodbury Public Library's purpose of providing open and convenient public access to the full range of its educational, informational and recreational services, the library staff is committed to providing a safe and congenial atmosphere in which to carry out this purpose.

General Information

The foregoing commitment can be fully achieved only if users of the library respect the rights of all other users. Library patrons have the right to receive assistance from library staff and to use the library and its services without being disturbed by others. They have a responsibility to behave in a manner that does not violate the rights of others and their use of the library or interfere with library services and operations, including library personnel's performance of their duties.

Rules of patron conduct are established for the comfort and protection of all who use the facilities of the library and will be enforced by the library staff.

Code of Conduct

- Patrons shall be engaged in activities associated with the use of a public library while in the building.
- No library property may be misused, mutilated, damaged, or defaced, nor may any material be removed from the library without being checked out appropriately.
- Reasonable quiet is expected; talking loudly, making noise, or engaging in disruptive conduct that disturbs others is not permitted.
- Misconduct such as the use of disruptive or threatening language and gestures, loud talking and laughing, running, pushing, fighting and other offensive behavior will result in expulsion from the building, and may result in suspension of library privileges.
- Smoking, narcotics, or hallucinogens, are not permitted in the library.
- Food, wine and other beverages are allowed with permission, only at library-approved events.
- Patrons must wear shoes and attire appropriate to a public setting.
- Use of the public restrooms for purposes such as bathing, shampooing and the washing of laundry is strictly prohibited.
- Other unacceptable library behavior includes stalking, soliciting, loitering, littering.
- Activities (such as blocking sidewalks, doorways or aisles) that impede access to the building and its materials are not permitted.
- Activities just outside or near the library such as bicycling, skateboarding, roller-blading or running, are not permitted.
- Interference with or harassment of other users, the library staff, or its volunteers represents unacceptable behavior; this includes all unwanted or abusive attention by word, act, look or gesture.
- Use of the library's search, copy, print, and other informational machines is subject to reasonable limitation, at the discretion of the library staff, if others are waiting.
- Cell phone usage in the library is not permitted at any time. Phones must be on silent mode and, if needed, the user must go outdoors or into the entry vestibule.
- Persons may not enter non-public library areas unless specifically asked and escorted by library staff.
- Library staff is not responsible for a patron's personal belongings; such belongings should not be left unattended.
- Audio devices with headphones may be used in the library if not disturbing to others
- Solicitation or sale of items is not permitted on library property with the exception of library fundraising/program efforts and similar activities of the library's Friends group, or in connection with other library activities.

Children in the Library

The Woodbury Public Library trustees and staff hope that children of all ages will find the library to be a warm and welcoming place.

Many programs and materials are offered to make the library inviting to children, but when children are left unattended with no programs being held, they may become disruptive or involved in unsafe conditions (for example, the staff cannot know if children are leaving with their parents or strangers.) Parents, guardians, and caregivers should be mindful that the library is a public building that is open to all individuals, and that unattended children are vulnerable. In order to create an environment of safety and to maintain an atmosphere where reading and study can be encouraged, the board of trustees has adopted the following policy with regard to children in the library:

- Children are expected to comply with the library's general Code of Conduct.
- Parents/guardians/caregivers are responsible for the behavior of their children in the library.
- Children under the age of 6 must be supervised by an adult when using a computer.
- Children under the age of twelve (12) must be accompanied by a responsible adult or teenager and may not be left unsupervised.
- Children age twelve (12) and older may be left unattended to complete homework assignments or special projects or to attend programs; however, children should know how to reach a parent or guardian, and parents should be aware of the duration of the program and the closing time of the library.
- Children age twelve (12) and older are responsible for cleaning up after themselves.
- The library is not responsible for children who socialize on town/library premises after closing.

Parents, guardians, and caregivers are referred to Connecticut General Statute 53-21a which describes the legal consequences that can result from leaving children under the age of twelve (12) unattended in a public place. (See below).

The Town of Woodbury or any library staff member shall not be held liable for any threat to the safety of a child left unattended.

The Woodbury Public Library staff has been authorized to administer the Code of Conduct. Users who do not comply with the staff's requests may be asked to leave the premises. Continued non-compliance may result in the suspension or termination of the user's library privileges. Criminal or threatening behavior will be reported to the police.

Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle.

(a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor. (c) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle between the hours of eight o'clock p.m. and six o'clock a.m. for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class C felony. (P.A. 97-298.)

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