

CATEGORY:	EXTERNAL
POLICY TITLE:	Rules of Conduct for Library Patrons
FIRST ADOPTED:	November 19, 1998
REVISED:	May 22, 2003; May 28, 2015, Sept 28, 2023
EFFECTIVE as of:	Sept. 28, 2023
APPLICATION:	Patrons
RESPONSIBILITY:	Director and staff

Rules of Conduct for Kirkland Town Library Patrons

The Board of Trustees of the Kirkland Town Library encourages people of all ages to visit the library. Our goal is that patrons and staff can use library materials, resources and services without being disturbed or impeded by others and can expect a safe environment and facilities maintained in good condition. All patrons and staff of the library are expected to observe and respect the rights of others.

This policy is a high level summary of the Kirkland Town Library rules of conduct. Additional detailed policies exist where necessary, and all policies in total represent the complete rules of conduct for the Kirkland Town Library.

To enjoy the library and allow others the same opportunity, please observe the following:

- Engage only in activities associated with the use of a public library, i.e. those of an educational, informational or cultural nature
 - Patrons not using the library for reading, studying, using library materials or equipment or attending events may be required to leave the building
- Keep all valuables and personal property with you at all times. The library is not responsible for lost or stolen items
- Supervise children at all times
 - Parents and guardians are responsible for their children's behavior at the library.
 - Children under the age eight must be supervised while on library premises.
 - Parents and guardians must observe the library's Safe Child Policy
 - Library staff are not responsible for this supervision
- Careful use of food and drink is allowed, however the patron is liable for any and all damages caused by food or liquids to any library property
- Shoes and shirts are required at all times on library premises
- Comply with library computer policies regarding internet usage
- Comply with the criteria established for use of individual rooms and library equipment.

- Please be considerate of other patrons while using cell phones and be aware that the Library is a public space. Please mute ringers or alerts on any electronic devices while on library premises.

To provide a safe and comfortable library environment, the following are **NOT PERMITTED**:

- A person cannot interfere with another person's use of the library
- A person cannot interfere with a library staff members' performance of their duties
- Destruction or theft of library resources, equipment, materials or property
- Use of tobacco products, e-cigarettes, alcohol or illegal drugs on library premises
- Weapons of any nature cannot be brought on library premises
- Violent behavior, abusive or obscene language, intimidation, or physical or sexual harassment on library premises
- Disorderly, disruptive or boisterous noise on library premises. Conversations should be conducted as quietly as possible
- Animals belonging to patrons, except working animals assisting the disabled
- Non-library sponsored sale of products and/or services, and soliciting business or donations from patrons and staff is not permitted on library property
- Distribution of non-library sponsored surveys, petitions, leaflets, and similar materials unless authorized by the library
- Sleeping on library premises
- Bathing or shaving in the restrooms

Role of staff:

To provide and ensure an orderly and pleasant library environment, any staff of the library is authorized to determine whether a library patron is not abiding by these rules and regulations and take the appropriate action, including but not limited to contacting the parent(s) of minors, the Director and/or law enforcement. In addition, any action taken will be filed in a library incident report.

Any patron who violates these rules and regulations may temporarily or permanently be denied the privilege of access to the Kirkland Town Library and its premises.

Appropriate law enforcement authorities will be notified promptly of any unlawful activity.

On the premise of the Kirkland Town Library, all federal, state and local laws and ordinances are applicable.