

# **Willington Public Library**

## **Patron Code of Conduct**

To better serve all library patrons, the Willington Public Library has established certain standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources and services of the library and which protects the safety of the general public, the library staff, and the equipment and materials of the library.

At the discretion of the Library Director, any activity which interferes with the rights of other patrons to use the library, which could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, material, or library property and grounds, will be considered disruptive and unacceptable.

Any patron who violates the codes set forth below may be subject to penalty, which may include permanent expulsion from the library, as well as applicable legal action.

- Patrons will respect the rights of other patrons and library staff at all times. Patrons will comply at all times with directions given to them by staff.
- Any illegal activities on library property, including but not limited to the use of illegal drugs and/or the possession of weapons of any kind, are prohibited. In addition, the use of alcohol and legal recreational drugs are strictly prohibited. Loitering or panhandling on the library property or grounds will not be tolerated.
- Any sort of disruptive behavior—including but not limited to sexual harassment, the use of abusive, obscene, or threatening language, exhibitionism, voyeurism, and nudity of any kind—is prohibited.
- Patrons will utilize facilities for purposes normally associated with a library, and will not engage in sleeping, bathing, or washing clothes.
- Parents, guardians, or caregivers are responsible for the safety, behavior, and supervision of their children/minors at all times while in the library and on library property. Per the Library's "Unattended Child" policy and Connecticut state statutes, authorities may be notified regarding any child left unattended on library property.
- Adult persons shall not use any space designated for children unless said adult persons are escorting a child in their care, or when in need of materials located in the children's collection. Additionally, adults shall not attend any age-based program intended for children unless escorting a child in their care.
- Patrons shall not deface or mar library materials, furnishings, walls, equipment, or any other library property.
- Food and beverages are prohibited except in specifically designated areas. Smoking and the use of e-cigarettes is banned from all library property, including the outside of the building.
- Security cameras are in use throughout the library property. Patrons may not use recording devices—photo, video, or audio—without prior written permission from the Library Director.
- Computers are not to be used for illegal activity, to access illegal materials, or to access web pages or sites that contain materials defined in the Connecticut General Statutes as "obscene" (Conn. Gen. Stat. Sec. 53a-193) or which would likely "impair the health or morals" of a child under sixteen (Conn. Gen. Stat. Sec. 53-21). Library staff may immediately terminate the internet session of any individual engaging in these activities. Illegal acts involving library computer resources may also be subject to prosecution by local, state or federal authorities. Patrons are responsible for any damage to hardware or software caused by misuse of any library computer.

- Patrons will not willfully violate copyright laws, including downloading, printing, scanning, or disseminating content in violation of copyright laws and will honor copyright law protection of software, books, articles, and other electronic files or information, as well as electronic licensing agreements. The Library reserves the right to refuse copying or printing services for materials believed to be in violation of copyright laws.
- With the exception of borrowable materials, which must be checked out using a valid library card, patrons shall not remove any property from the library premises without having first received written permission from the Library Director. Removal of property without permission, regardless of the intent behind the removal, will be regarded as theft.
- Borrowed materials shall be returned on time; any items not returned on time are subject to fines, item replacement costs, and/or any additional costs associated with the recapture of the item(s) and are the sole responsibility of the borrower or the borrower's legal guardian.
- State law permits library staff to detain any persons believed to be attempting to, or intending to, remove library materials without authorization.
- Patrons will not knowingly make use of another person's library card and/or account for any purpose, including computer usage.
- Willfully annoying, harassing, or threatening another patron or library staff person is strictly prohibited. Staring at, or following another patron or library staff member in a manner which is intimidating or can be reasonably expected to disturb, is prohibited.
- The library accepts no responsibility for any personal items brought onto library property and is not accountable for items lost, stolen, or damaged. Any unattended items may be disposed of by library staff after 30 minutes.
- Patrons shall not enter non-public areas of the library without first obtaining authorization from a staff member and must be accompanied by a staff member at all times.
- Failure to exit the building prior to, or by the scheduled closing time and during emergency situations, is prohibited. Patrons may not remain in the library outside of regularly scheduled business hours without first obtaining written permission from the Library Director.
- Patrons agree to abide by municipal, state, and federal laws and acknowledge that violations of these laws may be prosecuted to the extent of which is allowed by municipal, state, or federal law.

**Enforcement:** Any patron who violates these rules and regulations may be required to leave the library premises and may be denied the privilege of access to the library for a period of time, up to a lifetime ban. The Library staff, whose authority shall prevail in all cases allowed by law, shall administer and enforce the above-listed code in a fair and responsible manner. The Library Director and Library Board are authorized to modify the code, with or without notice, in order to address special or unanticipated circumstances. Violations of the code will be addressed in an even and unbiased manner and will result in disciplinary action. Such actions may include, but are not limited to, verbal warnings, temporary or permanent expulsion from the library, and temporary or permanent suspension of the right to use or participate in library services and programs. Furthermore, violation of the Library's Code of Conduct may result in police action and/or referral.

**Appeal Process:** Any patron whose privileges have been revoked may appeal, in writing, first to the Library Director and then, if necessary, to the Library Board. Appeals should be addressed to the appropriate party and sent to: 7 Ruby Road, Willington, CT 06279