



The Colony Public Library Conduct in the Library Policy

Adopted by The Colony Public Library Board 10/91
Revised 10/02; 02/05; 04/06; 01/07; 09/08; 03/11; 02/13; 01/15; 09/15; 12/22

I. Purpose

The Colony Public Library is welcoming and inclusive, providing opportunities for lifelong learning, fostering community connections, and enriching lives. In order to provide a safe and appropriate environment within the library that ensures all customers have fair and equal access to and use of the facility and materials, the following rules apply.

II. Customer Responsibility

It is a customer's responsibility to maintain necessary and proper standards of behavior in order to protect the rights and privileges of all customers and staff. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the Library, or when it could result in loss or damage to Library or customers' property.

If a customer is in violation of this policy, that customer may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

III. Rules

The following rules will be enforced in a neutral and nondiscriminatory manner. Library staff have the authority to decide what is considered appropriate behavior and will remind customers of the rules, when necessary. If any person is in flagrant violation of any of the rules, the Director or the Director's designated representative shall have the authority to suspend that person from the Library; the length of the suspension is at the discretion of the Director or the Director's designated representative.

A. Use spaces as intended.

1. The general public shall be permitted entrance to the Library only during the scheduled hours of operation.
2. Restrooms are intended for toilet use and handwashing only.
3. Sleeping and/or lounging in the Library is prohibited (Ord. No. 17, § 12, 8-1-1977; Code 1983, § 13-3). Customers will be asked to stay awake, sit up, and/or remove feet from furniture.

4. Covered drinks and reasonable snacking are permitted. Customers should keep food and beverages away from library materials and equipment, including computers, and should clean up after themselves.
5. Personal belongings must be kept under the immediate control of the owner, kept out of the walkways and/or entrances and exits, and may be subject to inspection. The Library is not responsible for theft and will not store nor secure personal belongings.
6. Motorized ADA assistive devices, wheelchairs, walkers, and strollers/wagons are permitted inside the Library. Bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters, and shopping carts are prohibited. Bicycles should be stored in the bicycle racks outside.
7. Misuse, abuse, and/or damage to the facility or any equipment is prohibited.

B. Be considerate.

1. Cell phones should be set to silent or vibrate-only mode upon entering the Library.
2. Customers should be mindful of others and keep conversations, including those on the phone, as low as practical. Loud and unreasonable noise must be taken outside of the Library.
3. Shoes and clothing are required for all customers. Wet swimwear is not allowed inside the Library.
4. A person may be required to leave the Library if their personal hygiene interferes with the orderly operation of the Library or with the ability of other customers to use and/or enjoy the facility.

C. Communicate with respect.

1. Library customers and Library staff shall be treated with respect and courtesy.
2. Use of loud, profane, abusive, obscene, or threatening or injurious language and/or gestures is prohibited. Engaging in any form of harassment or threatening behavior, such as staring, stalking, offensive touching, obscene, or indecent acts, will not be tolerated in the Library or on Library property.

D. Act responsibly.

1. The Library is concerned about the safety of both customers and Library staff. Behaviors and actions that endanger the public and staff are not

allowed in the Library or on the Library premises, including running, climbing on the shelving, fighting, and/or general rowdiness.

2. Children under the age of 9 must be accompanied and supervised by an individual 12 years of age or older at all times.
3. Animals may not be brought into the Library, with the exception of service animals as defined under the law and for Library programs and events.
4. Solicitation and the sale of merchandise is not permitted on Library premises. Only fundraising activities of support organizations of The Colony Public Library are permitted in the Library.
5. Smoking, consuming alcohol, and/or drug use is not permitted.
6. Violation of any law, ordinance, or regulation, including Library policies, is not permitted. Security personnel and/or the police will take action, if necessary.