



## **Behavior Policy**

The Topsfield Town Library is committed to promoting an enjoyable and safe environment where patrons and staff can fully benefit from and utilize the Library's resources and services. We expect patrons to behave responsibly, respectfully and with consideration for others. The following Behavior Guidelines must be honored:

Shoes and shirts must be worn.

Eating, running, and loitering are not permitted. No smoking or vaping is allowed.

Creating a disturbance such as, but not limited to, making unnecessary noise, talking loud or shouting, is not allowed.

Rude behavior to staff or patrons will not be tolerated.

Obscene behavior, including, but not limited to, the use of foul language and inappropriate gestures, and harassment is not allowed.

Destruction of property, including, but not limited to, books, any part of the library facility, other patron's property, etc. is not allowed.

Threatening behavior, including, but not limited to, violence, threats of violence, possession of weapons, etc. is strictly forbidden.

Children under 9 years old must be accompanied by an adult in the library at all times.

The children's area of the Library is reserved for children, their parents or caregivers, and adults interested in children's literature, such as teachers and students taking children's literature classes. Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be questioned by staff, and may be asked to move to another area of the Library.

No pets permitted, except for service animals.

Solicitation is prohibited.

Appropriate behavior is expected at the library. Expressions of physical intimacy are not appropriate in any location of the library. Only one person should occupy a bathroom, with the exception of very young children with guardians or people with disabilities and their caretakers.

Talking on cell phones is allowed only in the library entranceway.

Scooters, skateboards and roller blades are not to be used on the premises.

Library staff is not responsible for personal belongings left unattended.

This policy serves as notice. The library need not issue further warnings regarding these behaviors before issuing a No Trespass notice. Librarians have the authority to implement library policies and to determine appropriate standards of conduct. Patrons whose behavior is objectionable will be asked to leave. Minors may be asked to leave until a parent/guardian has been consulted. Failure to leave immediately, as requested, is regarded as trespassing and authorities may be notified.

<b>Date Revised</b>	<b>Reason for update</b>
<b>January, 2003</b>	<b>Original policy</b>
<b>March 12, 2013</b>	<b>Added cell phone usage within the library</b>
<b>September 1, 2015</b>	<b>Added unattended adults in the Children's Room</b>
<b>March 17, 2017</b>	<b>Added appropriate behavior paragraph. Eliminated attached procedure when communicating with patrons about violations of the behavior policy.</b>
<b>July 11, 2017</b>	<b>Added rude behavior and behavior consequence.</b>
<b>January 21, 2020</b>	<b>Added no vaping and logo.</b>