

PALMER PUBLIC LIBRARY POLICY ON RULES OF CONDUCT

Recognizing the need to maintain an environment suitable for studying, reading, browsing, and general use of library services, the Palmer Public Library Board of Directors has established the following rules of conduct for all library users.

- Please be considerate of others using the library.
- Please be respectful of library materials and facilities.
- Please attend to young children in your care at all times.
- Covered beverages are permitted anywhere in the library. Please take care not to spill beverages on library materials or equipment. Food is permitted only in the Community Room and in the tiled Town Square area immediately outside the Community Room. Please dispose of food and paper products in provided trash containers.
- Personal items such as backpacks and bags should not be left unattended in the library.
- Smoking, vaping, using tobacco products, and using or being under the influence of alcohol or illegal drugs are not permitted on library premises.
- No disorderly or disruptive behavior is permitted on library premises.
- No harassment of library patrons or staff will be tolerated.
- Solicitation is not allowed on library premises.
- Conversations and manners should always be considerate and polite.
- Proper attire, including shirts and shoes, should always be worn in the library.
- The second floor is a designated quiet zone. Cell phone conversation is discouraged, and phones should be set to silent or vibrate.
- Cell phone conversation is permitted on the first floor of the library. Please be considerate of other library patrons when placing or accepting phone calls.
- Bicycles must be stored at the bike rack area outside the library.
- Animals are not allowed in the library, except those needed to aid people with disabilities or approved therapy pets.
- Prior verbal approval from subjects is required to take photographs or to make video or audio recordings in the library.
- No weapons of any kind are allowed on library property.
- To ensure the safety of library patrons, please do not block doorways, aisles, or high-traffic areas.
- Private business activities cannot be conducted at the library.

Entering library property implies your agreement to abide by these rules while you are in the library. The staff and directors of the Palmer Public Library thank you for your cooperation.

Individuals who violate any of these rules may forfeit their library privileges for up to one year and may be subject to state trespassing law (MGLA Chapter 266, Section 120), implemented as follows:

- Any library staff member who observes a violation of these rules will notify the patron or visitor of the policy in question and ask them politely to correct their behavior.
- If the behavior persists, the staff member will report it to the library director or, in their absence, the next highest available library administrator.
- The library director or other administrator will speak with the individual about the reported violation.
- If the individual is under the age of 18, the library director or other administrator will notify their parents or legal guardian of the reported violation.
- The library director or other administrator may issue a trespass notice to any individual who has violated library rules, in accordance with Palmer Police Department policy.
- The library director or other administrator may notify Palmer police of any violation considered serious enough to warrant their intervention.

The *Policy on Rules of Conduct* was approved by the Palmer Public Library Board of Directors on June 16, 2006.

Amended: March 27, 2008

Amended: September 28, 2017

Amended: January 16, 2020