EASTTOWN LIBRARY

POLICY AREA: Daily Operations

NAME: Behavior Policy

ADOPTED: 3/20/1991

LAST REVIEWED: 11/19/2025

Easttown Library ("Library") encourages the use of its facility by the public and aims to create a safe and welcoming space. All who enter the Library are entitled to enjoy a library atmosphere – a calm space, free from distractions – and have an implicit obligation to contribute to the maintenance of that atmosphere.

1. GENERAL RULE. A Library patron (patron(s)) shall not engage in disruptive behavior or behavior that interferes with other patrons' use of the Library or with Library staff's (staff) performance of their duties. This rule is also applicable to meetings or programs held remotely.

2. GUIDELINES. The Library Board of Trustees ("Library Board") gives full authority and discretion to staff to decide whether any particular conduct or behavior is not in compliance with this policy and to ensure that patrons follow the policy.

The following guidelines are for general guidance of behavior only and are not intended to be a complete list:

- The use of personal electronic communication devices, such as cell phones, shall be brief and shall not disturb other patrons or staff.
- Audio equipment and the audio capabilities of computers shall not be used unless earphones are utilized in a manner that does not disturb other patrons or staff.
- Children age 10 and younger must be under the direct supervision of a responsible caregiver (at least 16 years of age) at all times while on Library premises.
- The Library is not responsible for the personal belongings of patrons.
- Food and covered beverages may be consumed if handled neatly. Containers should be disposed of properly. Patrons should alert staff to any spills.
- The Library requires proper attire.

3. INAPPROPRIATE BEHAVIORS, shall include, but are not limited to, the following:

- Engaging in any activity which violates Federal, State, local or other applicable law.
- Threatening behavior, including, but not limited to, violence, and threats of violence.
- Consuming alcoholic beverages. Exceptions may be granted by the Executive Library Director (Director) in connection with appropriate circumstances, such as programs and events.

- Possessing, using or selling unlawful controlled substances. Violations will be reported to the police.
- Theft of library materials is prohibited and punishable by a fine and/or other penalty according to applicable state law.
- Using tobacco products and vaping.
- Blocking or interfering with access to doors, passageways, corridors, handicap accessible areas or devices and driveways inside and outside of the Library.
- Pets and other animals may not be brought inside the Library, with exceptions for service animals and animals used during Library programs.
    - Under the ADA, a service animal is a dog that has been individually trained to do work or perform tasks for an individual with a disability. The dog must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.
    - Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA and are not allowed in the library.
- Pets and other animals may not be left outside the Library in a way that may endanger the animal or patrons.
- Using computer workstations or wireless connections for unlawful purposes or to view prohibited content. Viewing materials that contain or display sexually explicit images or obscenity as defined by state law is a criminal act and will be referred to law enforcement. Please refer to the Internet Acceptable Use Policy posted on the Library web site for patron guidelines and responsibilities.
- Running or excessive movement; throwing items; loud, offensive or abusive language.
- Abusing or defacing library materials, hardware, or other property.
- Lack of personal hygiene that interferes with the use of or enjoyment of the Library by others or interferes with the work of staff.
- Bringing or using large sports equipment inside the library, such as bicycles, scooters, and skateboards.

4. UNATTENDED CHILDREN:

Responsibility for the welfare and the behavior of children using the Library rests with the parent, guardian or responsible caregiver. Staff does not provide child care, supervise unattended children, or assume responsibility for the safety of children.

While on library premises, children age 10 years old or younger must be under the direct supervision and control of a parent, guardian or responsible caregiver at all times. For the purposes of this policy, the parent, guardian or responsible caregiver must be at least 16 years

of age.

If an unattended child is found, staff will attempt to locate a parent, guardian or responsible caregiver within the Library. If one cannot be located, staff will determine the appropriate means to return the child to a parent, guardian or caregiver, including calling the police.

As staff does not act *in loco parentis*, they are not required to report suspected truancies. However, staff will cooperate with schools, families, and law enforcement agencies to uphold laws regarding compulsory school attendance when possible.

5. SANCTIONS:

Violations of this policy and/or the Library's established rules and procedures will result in a warning, request to leave Library property, and/or suspension of Library use privileges for a specified period of time. Repeated or severe violations are grounds for permanent suspension of Library use privileges by public vote of the Library Board. The severity of the response will be determined by the violation.

The Library reserves the right to request personal identifying information from patrons. Failure to provide appropriate identification will result in the patron being asked to leave the Library premises until such information is provided.

Law enforcement will be called at times when staff deems this to be necessary and prudent and/or to report criminal activity.

Any person whose privileges have been suspended may file a written appeal to the Library Board within 30 days of the decision.