

## Hooksett Public Library – Code of Conduct

To ensure that all users of the Hooksett Public Library may safely and freely use the library, there are expectations that patrons will behave in a manner that does not interfere with the mission of the library, the rights of others, damage the library building or property or cause injury to others. Library patrons unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Police will be called when conduct is illegal, when a threat is posed to the library or individuals, or when an individual refuses to follow library policies or refuses to leave the library when requested to do so. No list is exhaustive; any conduct which disrupts the library is prohibited.

1. Behavior that is prohibited in the library includes—but is not limited to—the following:

- Any illegal act
- Possession of alcohol or any controlled substance
- Drunkenness
- Indecency
- Vandalism
- Harassment
- Viewing pornographic material
- Smoking or use of tobacco products on library property
- Misusing computers or other equipment
- Soliciting, canvassing, interviewing, campaigning
- Disrupting the orderly conduct of business
- Disciplining children in a manner which disrupts use of the Library by others.
- Loud or unruly behavior, such as yelling, swearing, hitting, etc,
- Running
- Riding the elevator up and down for no purpose but to ride; stopping the elevator without cause
- Walking to & fro, in & out to the distraction of other library users
- Obstructing any entrance, exit, or passageway
- Sleeping or appearing to sleep
- Lying on the floor
- Lying down on the furniture, more than one person sitting on single seat furniture
- Excessive public display of affection
- Placing feet on furniture, walls, woodwork, etc.
- Causing excessive wear or damage to furniture.
- Rearranging furniture
- Playing audio equipment so that others can hear it
- Staring at or following another person

2. Material may not be removed from the library without proper authorization (Materials must be checked out). The Library reserves the right to inspect personal belongings for concealed Library material. Theft of Library material—or damaging or defacing material—may lead to prosecution under NH RSA 202-A.

3. Persons in the Library are responsible for their personal property. Personal property should not be left unattended. The library is not responsible for lost or stolen items.

4. Proper dress, including tops, bottoms, and shoes, is required at all times.

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5. Roller blades, roller skates, skateboards, scooters, or other such devices may not be used inside the library, on walkways, steps, benches, or walls.
6. Children under seven years of age must be accompanied and supervised by an adult at all times. Children between the ages of 8 and 12 should be accompanied by an adult if the library stay exceeds one-half hour. *Please see Child Safety Policy.*
7. Persons needing continuous supervision or assistance must be accompanied by the appropriate supervisor or caregiver when visiting the library.
8. Poor personal hygiene that interferes with others' ability to use the Library may be cause for eviction.
9. Assistance animals are welcome. All other animals are prohibited, with the exception of animals brought into the building for a library sponsored program.
10. Cell phones may be used with a quiet voice as expected for all conversations in the library.
11. Adults unaccompanied by a child who do not require immediate materials from the Children's Area shall be asked to relocate to other areas of the library.
12. Any act that creates a condition which is hazardous to him/herself or another which serves no legitimate purpose.
13. Bringing a weapon into the library unless authorized by law is not permitted (a person authorized by law to carry a weapon must notify library staff that s/he is carrying a weapon in the library)

Patrons indulging in improper conduct will be asked to cease that conduct, to move to another location or activity, or to leave the library. Severe or recurring problems may be dealt with by barring use of the library to the individual involved, or by making library use conditional. In general, the least restrictive means which effectively deals with the conduct shall be employed.

Minor problems shall be dealt with the staff member observing it; more serious or recurring problems shall be dealt with by the senior staff member on duty or the Director. Only the Director, in consultation with the Hooksett Police Department, may ban an individual indefinitely from use of the library. Police will be called when conduct is illegal, when it poses a threat to the library or an individual or when an individual refuses to leave the library when asked to do so.

After any serious incident or one in which an individual is asked to leave the library, the staff member(s) on duty will prepare a written account for the Director by the end of the next working day.

Persons penalized for violating the Library Rules may make a written appeal to the Board of Trustees, who have final jurisdiction.

Adopted 06/10/08