

# **PROSPECT LIBRARY CODE OF CONDUCT**

- **All patrons will behave in an orderly and respectful manner. Excessive noise is not permitted.**

## **Patrons may not:**

- **Threaten, harass, intimidate, or use obscene language or gestures toward library staff or users.**
- **Habitually sleep or snore in the Library**
- **Ask staff to monitor children or adults needing care.**
- **Ask staff to watch over personal belongings. The Library is not responsible for any items left unattended.**
- **Operate a business on library property.**
- **Take photos, video recordings or audio recordings without specific permission, except of the person's own children or children under their supervision.**
- **Fail to wear proper attire, including shirt and shoes.**
- **Consume alcohol on library property unless specifically permitted in connection with a library sponsored event.**
- **Bring a weapon into the library, unless authorized by law.**
- **Behave in any manner that threatens the safety of library staff or patrons**
  
- **In the case of a child, the staff member in charge will call the parents to pick up the child when possible; and/or call the Police Department. The Library Director, if not present, will be notified as soon as possible of any situation involving Police assistance. The Chairperson of the Library Board will also be notified.**
  
- **If a problem should arise, the staff member will notify the Library Director and/or the Assistant Director who will request assistance from the Police Department if needed. The Chairperson of the Library Board will be informed if Police assistance were needed.**
  
- **Requisite incident reports will be completed and kept on file with the Library Director.**
  
- **The consequence for failure to follow the Library Code of Conduct will be suspension of library privileges for a specified period of time. Minor infractions not involving police assistance will entail a one week suspension. Repeated offenses will result in a two week suspension. Infractions involving police assistance will result in a minimum of a month suspension.**
  
- **Smoking is prohibited in the Library.**
  
- **There will be no eating or drinking in the Library except in designated program and meeting rooms with prior approval of the Library Director.**
  
- **Use of cell phones in the Library should be limited to the vestibule, community room or in the computer room under specific situations (See Cell Phone Policy) as a courtesy to library patrons.**

- **To prevent possible injury to library patrons and staff, and to prevent possible damage to library property, animals are not permitted in the Prospect Public Library except:**
  - **Trained guide-animals or service-animals that are leashed or harnessed may accompany individuals in libraries. (In accordance with Connecticut State Statute 46A, Chapter 814B, Chapter 814C).**
  - **Animals that are part of a library-sponsored program may be allowed; however, said animals must be leashed, harnessed, or caged, and at all times under the supervision/control of an owner or trainer.**
  - **On library grounds, animals must be under their owners' control at all times and not left unattended.**
  - **Owners are responsible for curbing their animals.**
  - **Repairs for any damage caused by animals will be at the owner's expense.**

**Approved by the Prospect Public Library Board of Directors – May 10, 2018  
Susan McKernan - Chairperson**