

## **THE TOPSFIELD TOWN LIBRARY**

### **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, drinking, smoking, running and loitering are not permitted.

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

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 not allowed.

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

No pets, except animals providing assistance to their owners.

Solicitation is prohibited.

Cell phone use is not allowed.

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

Library staff is not responsible for personal belongings left unattended.

The library staff reserves the right to ask a patron to leave if any of the above is not honored. The staff will follow the attached procedures when communicating with patrons about any violation of the Behavior Guidelines.

**Approved 1/14/03**