

Kennebunk Free Library

Patron Conduct Policy

The mission of the Kennebunk Free Library is to serve the diverse cultural, informational, educational and recreational needs of the community. The Library and its staff are committed to providing a safe and congenial atmosphere in which to carry out this mission.

The foregoing commitment can only be fully achieved if users of the Library respect the rights of all other users as well as the staff and volunteers. This general statement underlies the more specific provisions of the Library's Code of Conduct set forth below and basically requires that Library users act in a manner that will not interfere with the functioning of the Library or disturb others.

This Patron Conduct Policy will be posted in multiple locations around the Library and on the Library website.

CODE OF CONDUCT

1. No Library property may be misused, mutilated, damaged, or defaced, nor may any material be removed from the Library without being checked out appropriately.
2. The Library staff may ask to examine users' briefcases, handbags, and other packages to help assure compliance with the Library's checkout procedures.
3. All materials borrowed from the Library must be returned or renewed in a timely manner.
4. Use of the Library's search, copy, print, and other information machines, as well as its courtesy telephone, is subject to reasonable limitation, at the discretion of the Library staff, if others are waiting.
5. Behaving in a manner which reasonably can be expected to disturb others, such as shouting or loud talking, including loud telephone talking, and the use of radios, or other electronic devices without earphones, are not permitted anywhere in the Library. Conversation and game playing is permitted in the Reference Room. Voice volume and behavior is expected to be appropriate to the library setting.
6. Upon entering the Library building, cell phones should be set to vibrate or turned off. Cell phone calls may be made only in the vestibule area or outside the building. Incoming cell phone calls may be answered in a low conversational voice, but conversations should be continued in the vestibule area or outside the building.
7. Since the Library is not designed to serve as a public shelter or lounge, sleeping, lingering aimlessly, and misuse of the rest rooms cannot be allowed.
8. Interference with or the harassment or intimidation of other users, the Library staff, or Library volunteers represents unacceptable behavior. This includes all unwanted or abusive attention by word, act, look, or gesture.

9. The Library staff and this Policy recognize that the children's area of the library may be louder and have more commotion than the adult areas of the Library. However, if a child is behaving in a manner which can reasonably be expected to disturb others and cannot be quieted or calmed, the parent or caregiver must remove the child from the Library.
10. The use of tobacco, alcohol or illegal substances is not permitted.
11. Consumption of food and beverages must be in compliance with the Library's Food and Beverage Policy.
12. Patrons shall not be permitted to enter the building without a shirt or other covering of their upper bodies or without shoes or other footwear.
13. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
14. The presence of pets on Library property must be in compliance with the Library's Pet Policy.
15. Weapons are not permitted on Library property except as specifically authorized by law.
16. The use of skateboards, rollerblades or similar devices is not permitted on any Library property.

The Kennebunk Free Library staff has been authorized to administer the Patron Conduct Policy and, if necessary, to modify and/or adapt the Code of Conduct to special circumstances.

Users who do not comply with the Code of Conduct or any reasonable request of the staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension or termination of Library privileges to prohibiting access to the Library premises. Egregious behavior may be reported to the police.

The decision of a staff member pursuant to this Policy may be subject to review by the Library Director. The decision of the Library Director is final. However, a decision of the Library Director to revoke Library privileges may be appealed to the Board of Trustees pursuant to the Library Grievance Policy.

Approved by the Board of Trustees 9/30/08
Revised by the Board of Trustees 10/30/12