

## **KENNEBUNK FREE LIBRARY PATRON CONDUCT POLICY**

The mission of the Kennebunk Free Library is to inspire and enable our communities to discover, learn, and connect. The Library staff is committed to providing a safe and welcoming atmosphere in which to carry out this mission.

The foregoing commitment can only be fully achieved if patrons of the Library respect the rights of all other patrons 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 patrons 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. Use of the Library's technology and courtesy telephone located near the children's room, is subject to reasonable limitation, at the discretion of the Library staff.
3. 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 electronic devices without headphones, are not permitted anywhere in the Library.
4. 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.
5. Interference with or the harassment or intimidation of other patrons, the Library staff, or Library volunteers represents unacceptable behavior. This includes, but is not limited to, unwanted or abusive attention by word, act, look, or gesture.
6. 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 be requested remove the child from the Library.
7. Marijuana, illegal substances, tobacco use and smoking in all forms, including the use of electronic cigarette and smoke-free oral tobacco products are not permitted inside the library or on library grounds.
8. Consumption of food and beverages must be in compliance with the Library's Food and Beverage Policy.
9. 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.
10. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons may be required to leave the building.
11. The presence of pets on Library property must be in compliance with the Library's Pet Policy.

12. Weapons are not permitted on Library property except as specifically authorized by law.

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.

Patrons 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 immediately implemented. However, a decision of the Library Director to revoke Library privileges may be appealed to the Board of Trustees pursuant to the Patron Complaint Policy.