



## **Lynnfield Public Library**

### **Rules of Behavior**

In order to ensure the constructive and responsible use of the library facility, grounds, materials, equipment and services, as well as the personal comfort and safety of all patrons and staff, the Board of Trustees has provided the following Rules of Behavior to facilitate our mission as a life-long learning center for the community.

#### **General Guidelines**

Pets are not allowed in the building unless they are trained service animals or animals participating in a library sponsored program.

Staff is not responsible for lost, damaged or stolen items.

Bicycles should be placed in the bike rack and locked. Bikes cannot be left on the ramp or inside the library.

Skateboards and other smaller sports equipment may be left at the Reference Desk while patrons are in the library.

Non-messy snacks and covered beverages are allowed. Please properly dispose of wrappers, bottles and other trash in the designated containers available throughout the library.

Materials that are used while in the Library but not checked out should be placed on designated carts or tables for reshelving. Toys, games or puzzles used in the Children's room should be returned to their proper place after use.

#### **Safety and Code of Conduct**

For the safety and comfort of all patrons and staff we would like to remind you that the following behaviors will not be tolerated in the Library building or on Library grounds:

No loud or disruptive behavior allowed.

~~Using profane or abusive language and/or inappropriate behavior toward staff or other patrons.\*~~

~~Harassing other patrons or staff, or disturbing them in such a manner that the patrons and the staff are unable to use the library and its services.\*~~

Blocking the entrance/exit of the Library building and the aisles and passageways in the building.

Destroying, damaging, defacing, or misusing library materials, equipment, furniture, facilities or property. Any purposeful damage done is against the law and may be reported to the police.

Littering inside the building or on the library grounds.

Drinking of alcoholic beverages; smoking or making any other use of tobacco (including chewing tobacco); using illegal substances or being under the influence of or in possession of illegal substances is not allowed.

Any illegal activities conducted on Library property will be reported to the police.

**Minor/Child-Specific Safety**

Parents and guardians are responsible for their children's supervision and behavior and must monitor their children at all times while on library property.

Children at a fourth grade level (ages 9-10) or lower may not be left unattended while on library property.

If a situation arises with a minor (i.e., a person under the age of eighteen) and the staff cannot locate the minor's parents or legal guardian, the police will be called at the library staff's discretion.

**Computer Use (please see our Internet Access Policy for additional information)**

The Lynnfield Library does not monitor and has no control over the information accessed through the Internet by either public access computers or personal devices, and cannot be held responsible for its content.

Restriction of a minor's access to the Internet is the responsibility of a parent or legal guardian.

There is a limit of two patrons to a computer and one patron to a chair.

There is a limit of thirty minutes on the computers for each patron, after which patrons may be asked to finish their session so that other patrons may also utilize the public access terminals. If there is no other patron waiting for a computer, the patron may remain on the computer.

Engaging in illegal activities while on a public access computer or personal device is not allowed on library property.

**Consequences:**

Consequences for violation of the terms of behavior will range from verbal warning to suspension of library privileges to the issue of a no trespass order, depending on the severity and frequency of the infraction. This applies to all library property. This determination will be at the discretion of the library staff. Police may be called to respond to any illegal activities or threatening behavior.

*\*These items were expunged by the Board of Trustees on December 5, 2023 and will not be affirmatively enforced.*

*Approved on September 3, 2013, revised on April 4, 2018, revised on December 5, 2023  
Board of Trustees, Lynnfield Public Library*