



Lynnfield Public Library Patron Rights & Responsibilities

Welcome to the Lynnfield Public Library. Our Library is a safe, welcoming, and inclusive cultural center where people can gather and share ideas, interests, and knowledge. In order to ensure the constructive and responsible use of the library facility, grounds, materials, equipment, and services, as well as the comfort and safety of all patrons and staff, the Board of Trustees has provided the following Patron Rights & Responsibilities to facilitate our mission to provide free, equitable access to all community members.

Patron Rights

Our Library upholds the freedom of information, the foundations of literacy and reading, the patron's right to privacy, and the basic tenets of democracy, as noted in our strategic plan. The Lynnfield Public Library supports the rights of all individuals to:

- Receive welcoming, fair, and respectful customer service.
- Have free and straightforward access to information.
- Expect privacy & confidentiality when sharing information with Library staff or services, subject to the Public Records Law.
- Experience the Library facilities in a clean and comfortable environment.
- Use the Library without experiencing discrimination and undisturbed by any threat of harm, interference, or violation of property.

Patron Responsibilities

All patrons are subject to public health, fire, safety and other regulations, including:

- Wearing appropriate footwear at all times
- Keeping exits, entrances, walkways clear at all times
- Smoking, vaping, or chewing tobacco is not permitted inside the building.
- Drinking alcohol or using mind-altering substances is not permitted inside the building.
- Only trained service animals or animals participating in a library sponsored program are permitted in the building.

All patrons must respect the library staff and other patrons

- Loud or disruptive behavior is not permitted within the library.



- Abuse or harassment of any individual or group is not permitted within the library.

Parents or legal guardians are responsible for their children's supervision and behavior while the children are in the library.

- 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.
- The library materials a minor chooses to access, whether traditional print, digital, or internet-based, are the responsibility of the minor's parent or legal guardian. The library staff will not monitor these resources.

All patrons must respect the library facility and library resources.

- Library patrons are responsible for lost, damaged, or stolen items that have been checked out on their card.
- 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.
- 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.
- 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.
- 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.

All patrons must abide by the law on library property, including while using the internet either on library owned or personal devices.

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



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respond to any illegal activities or threatening behavior. Any illegal activities conducted on Lynnfield Public Library property will be reported to the police.

Approved by the Lynnfield Public Library Board of Trustees on October 1, 2024.