

Shedd Porter Memorial Library

Rules of Library Behavior & Safe Child Policy

The Trustees and staff seek to provide a comfortable environment for all library users, and to be stewards of the town's property in our care. We encourage people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports library services. We expect all library users to observe common courtesy toward other library users and library staff. Disruptive and discourteous behavior includes (but is not limited to) misuse of library property and actions that deliberately disturb others or prevent the legitimate use of the library and its resources.

Rules of Library Behavior

- Library users should respect the rights of others and not engage in loud conversations or activities, profane or abusive language, disruptive use of audio devices, or other potentially disturbing actions.
- Harassment of others, either verbally or by physical actions is prohibited. This includes any actions that library users or staff members perceive to be harassing.
- Threatening the safety of another person and/or possession of weapons is prohibited.
- Smoking is not permitted within or on the structure of the library.
- Only animals assisting persons with disabilities or for training or library programming purposes are allowed in the library.
- Theft of or damage to library property is prohibited and may result in appropriate prosecution and/or necessary restitution.
- Violations of this policy will result in increasing levels of action starting with asking a library user to leave the library. The level of action will be determined on a case-by-case basis and will be within the discretion of the Library Director or the Board of Trustees or the supervising staff member on duty. A library user may appeal any such decision to the Board of Trustees who will review any appeals at their next scheduled meeting.

Safe Child Policy

The Shedd Porter Memorial Library welcomes children and teens and encourages them to visit the library, attend programs and make full use of the library's resources. The library strives to provide a safe and appropriate environment for visitors of all ages. The library is a public building, however, with staff trained to provide public library services. The library is not equipped, nor is it the library's role, to provide child care. To ensure the safety and well-being of the children and to maintain an atmosphere of constructive library use, the Library Trustees have adopted the following policies:

- Responsibility for the welfare and the behavior of children using the library rests at all times with the child's parent, guardian or responsible caregiver. Though library staff members will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when using the library.
- Children may use the library unaccompanied by an adult, provided proper behavior is

maintained and provided that the child knows how and where to contact a parent or caregiver. Inappropriate behavior includes (but is not limited to) misuse of library property and actions that deliberately disturb others or prevent the legitimate use of the library and its resources. Staff may, as needed:

a. notify parents, guardians or responsible caregivers whose children need additional supervision;

b. contact authorities such as law enforcement either to assist with the enforcement of discipline or to ensure the safety of an unattended child.

- If an unattended child becomes ill or injured and the child's parent, guardian or responsible caregiver cannot be contacted immediately, police and/or rescue personnel will be called.
- Parents, guardians and responsible caregivers are advised that library staff are only permitted to supervise children outside of the library building in conjunction with library programs.
- Adults should note that the library closes at 8:00 p.m. on Wednesdays, 4:00 p.m. on Thursdays, at 6:00 p.m. on Fridays, and at noon on Saturdays. Unattended children at the library must be picked up no later than five minutes before closing time. Children left unattended at closing time will have the opportunity to contact their parent, guardian or responsible caregiver. If no contact can be made, or if a ride has not arrived within 10 minutes after closing, the police will be called to supervise the child until the adult arrives. Library employees are not permitted to transport children to another location.