

PROSPECT LIBRARY CODE OF CONDUCT

- All patrons will behave in an orderly and respectful manner. Excessive noise is not permitted.

Patrons may NOT:

- Threaten, harass, intimidate, or use obscene language or gestures toward Library staff or users.
- Sleep or snore in the Library
- Ask staff to monitor children or adults needing care.
- Leave young children under 12 years of age unsupervised.

Note: CT State law (Sec. 53-21a) requires that parents/caregivers supervise the behavior of their children and that children under the age of 12 be supervised at all times by someone who is at least 18 years old.

If a child, under the age of 18, is found unsupervised and is disruptive to the staff or patrons, the staff member in charge will call parents/guardians to pick up child when possible; and/or call police department. The Library Director, if not present, will be notified as soon as possible of any situation involving Police assistance. The Chairperson of the Library Board will also be notified.

The Prospect Library is not responsible for children 12 years and older who leave the library building.

- Ask staff to watch over personal belongings. The Library is not responsible for any items left unattended.
- Operate a business on Library property.
- Misuse the rest rooms (e.g. using them as a laundry or bathing facility is not allowed).
- Abuse library equipment, furniture, and materials. This includes placing feet on tables and chairs, standing on furniture, mutilating or defacing books or periodicals, mistreating equipment or computers, etc.
- Fail to wear proper attire, including shirt and shoes.
- Consume alcohol on Library property unless specifically permitted in connection with a Library sponsored event.
- Bring a weapon into the library, unless authorized by Federal/State/Town law.
- Behave in any manner that threatens the safety of library staff or patrons.
- Enter in Library offices, staff work/break areas, storage areas, or other non-public areas while unaccompanied by a Library staff member or without prior agreement with Library management.
- Smoke and/or Vape in the Library.

- **Solicit or Petition on Library grounds.**
- **Eat in the library, except in designated programs and/or meeting rooms, without approval of the Library Director or Assistant Director. Non-alcoholic beverages, in containers designed to prevent spills, are permitted except at computer workstations.**
- **Use cell phones in the Library except in the vestibule, community room or in the computer room under specific situations (See Cell Phone Policy) as a courtesy to Library patrons.**

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To prevent possible injury to library patrons and staff, and to prevent possible damage to library property, animals are not permitted in the Prospect Public Library except:

- ❖ **Trained guide-animals or service-animals that are leashed or harnessed, may accompany individuals in the Library. (In accordance with Connecticut State Statute 46A, Chapter 814B, Chapter 814C).**
- ❖ **Animals that are part of a Library-sponsored program may be allowed; however, said animals must be leashed, harnessed, or caged, and at all times under the supervision/control of an owner or trainer.**
- ❖ **On Library Grounds, animals must be under their owners' control at all times and not left unattended. Owners are responsible for curbing their animals.**
- ❖ **Repairs for any damage caused by animals will be at the owner's expense.**

If a problem should arise concerning a violation of the Code of Conduct, A staff member will notify the Library Director and/or the Assistant Director who will request assistance from the Police Department if needed. The Chairperson of the Library Board will be informed if Police assistance was needed.

The consequence for failure to follow the Library Code of Conduct will be suspension of Library privileges for a specified period of time. Minor infractions, not involving police assistance, will entail a one week suspension. Repeated offenses will result in a two week suspension or more. Infractions involving police assistance will result in a minimum of one month suspension or more.

Requisite incident reports will be completed and kept on file with the Library Director.

**APPROVED BY LIBRARY BOARD OF DIRECTORS – APRIL 13TH, 2023
SUSAN MCKERNAN - CHAIRPERSON**