

Sutton Free Public Library Code of Conduct

The Sutton Free Public Library encourages persons of all ages to use its facilities and resources for research, reference, study, reading, and browsing. Good public service requires that the library environment be conducive to study, reading, and research. This necessitates the willingness of all library users to be considerate of the rights of others to work safely and undisturbed. The Board of Library Trustees has established these guidelines for behavior in the library to encourage an atmosphere that promotes the use and enjoyment of the library's resources and protects the public, staff, materials and equipment. However, the library is a very busy place and staff cannot monitor the behavior, safety, or whereabouts of people, including children, who use the building. This responsibility resides with parents and other caregivers.

1. Failure to promptly comply with staff directives (whether documented policy or not), will result in suspension of library privileges.
2. Food and/or beverages are not allowed in the library, except at designated times or in designated rooms.
3. The following activities are inappropriate to the library setting and are prohibited in all the Sutton Free Public Library building:
 - Smoking (Mass. General Laws Ch.270, Sec. 22)
 - Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct (MGL, CH.272, Sec. 41)
 - Interfering with another person's right to use the library or with the library staff's performance of their duties
 - Threatening behavior including, but not limited to violence, threats of violence, and possession of weapons (MGL, CH.269, Sec. 10)
 - Bringing animals into the library except those needed to assist persons with disabilities (MGL, CH.272, Sec. 98A)
 - Playing audio equipment so that others may hear it
 - Misusing the rest rooms (e.g. using as a laundry or bathing facility)
 - Soliciting or canvassing of any kind
 - Entering areas posted "Staff Only" without permission
 - Leaving a child under age 10 unattended (without someone 16 years or older) in the library

- Running
 - Sleeping
 - Spitting (MGL, CH 270, Sec. 14)
 - Using or storing wheeled devices in the Library (or on Library property except in designated areas) including bicycles, self-propelled tricycles or scooters, skateboards, roller skates, rollerblades and shopping carts. All bicycles must be left outside of the building. Wheeled luggage that would fit airline guidelines for overhead storage, collapsible wheeled carts for shopping, wheelchairs, walkers and strollers are welcome.
 - Verbally or physically threatening or harassing other patrons, volunteers or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure; unwelcome attentions or interactions with other patrons or staff.
4. Those who damage or deface library materials or Property will be prosecuted (MGL, Ch. 266, Sec. 100) Parents can be held liable for damage done by a child under 18 (I4GL, Ch. 231, Sec. 85G)
 5. Theft of library materials, use of false identification to obtain a library card, or use of another person's library—card without permission are against state law and will be prosecuted (MGL CH. 266, Sec. 99)
 6. Unattended items (such as bags, backpacks or laptops) may be regarded as suspicious and removed.
 7. The Library does not accept responsibility for any lost or stolen item.
 8. Parents are responsible for the behavior and supervision of their young children
 9. All persons are required to wear shoes and shirts.
 10. All patrons must leave promptly at closing time.

FAILURE TO COMPLY WITH ONE OR MORE OF THE LIBRARY'S ESTABLISHED POLICIES MAY RESULT IN SUSPENSION OF LIBRARY PRIVILEGES.

Children and the Library:

Using the library should be an exciting and enjoyable experience for children, but behavior and safety issues are a concern for both library staff and visitors.

The Sutton Library is a small space. In order to insure that everyone visiting the library enjoys their time here safely, the following are rules for Library Behavior.

1. Everyone should walk in the library.
2. Please pick up after yourself. Replace any puzzles and toys that you use.
3. Do not throw puzzles, toys or books. Intentionally trying to hurt or fight with another person is not acceptable behavior and will result in you being asked to leave the library.
4. Do not climb on bookshelves. Parents and caretakers should not let children sit on shelves or on top of bookshelves as this can be dangerous.
5. Do not bang on the computers. The library computer near the circulation desk is for finding library materials. The computers in the reference/local history room are for browsing the internet for informational and recreational purposes. The library cannot provide computers specifically for use by the children; therefore, use of the reference/local history room computers is not restricted by age.
6. Use your inside voice at all times.
7. Children under five years of age must be accompanied by a responsible adult at all times. Please see our Child Supervision Policy for more information.
8. Parents can be held liable for damage done by a child under the age of 18. (Massachusetts General Laws, Ch. 231, Sec. 85G)

Any unlawful actions committed in the library or on the library premises will immediately be reported to the Sutton Police Department.

Approved by the Board of Library Trustees February 24, 2014