



MELROSE PUBLIC LIBRARY

Standards of Conduct

The library is a public entity established by the citizens of Melrose to meet a range of needs. Inappropriate or unacceptable behaviors that diminish another person's ability to use the library are unwelcome and are expressly prohibited by this policy. The following behavior standards apply – and are to be strictly followed at all times – on the premises, including library grounds.

- **Wear clothing and fragrance appropriate for a public place.** At a minimum, proper attire covers the torso and feet; all pants, skirts, or shorts should be fully zipped and/or buttoned in the front. Obscenities emblazoned on clothing are inappropriate.
- **Behave appropriately for a public place.** Activities such as extended sleeping (e.g. dozing off or sleeping for more than 20 minutes), dining, and personal grooming are more appropriately done elsewhere. Patrons should not be under the influence of and/or in possession of alcohol or illegal drugs. Public bathrooms are not suitable places for time-consuming routines or for socializing. Except for very young children with their guardians, and disabled persons with their caregivers, only one person should occupy a bathroom, which is to be left in good condition for the next user. Patrons may not engage in any sexual contact, activities, or conduct anywhere on library property.
- **Conduct yourself in a manner that does not interfere with other people's ability to use the library.** Auditory and visual distractions are unwelcome. Please refrain from beeping, ringing, and flashing and taking photographs, videos or otherwise recording library users without their permission. Extended conversations, especially in quiet areas, are distracting to others. Soliciting, selling, surveying, distributing material, panhandling, or canvassing for any political, charitable, or religious purpose is not permitted on library property. Personal hygiene should be sufficient so as not to offend others and/or leave stains/vermin on public property, e.g. furniture, books, keyboards, etc.
- **Do not enter non-public or Staff Only areas.**
- **Animals are generally not allowed in the library.** Service animals specifically trained to aid a person with a disability are welcome, when accompanied by their owners. Animals may be included as part of specific library programming.
- **Treat other patrons and staff with courtesy.** Swearing is inappropriate. Vulgar language, gestures, and pantomimes are inappropriate. Teasing, harassing, jostling, roughhousing, or throwing things is inappropriate. However subtle, intruding on the privacy of other patrons is also inappropriate. Rude behavior to patrons or staff will not be tolerated.
- **Treat public property with care.** Do not jeopardize the condition and longevity of public property with beverages. Library furniture should be used as intended, to minimize damage to library property, or harm to patrons.
- **Take responsibility for personal possessions.** Secure bicycles, locked, in the bicycle rack. Skateboards, roller blades, scooters, and similar equipment may not be used in the library or on the grounds and will be confiscated if not kept out of the way. Keep valuable items with you; staff cannot be



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responsible for watching over patrons' property. No bicycles or any other personal possessions may be left in the front lobby.

- **Do not engage in illegal activities in the library.** The following are illegal and are not permissible in the library:
 - Bringing weapons of any kind into the library;
 - Harassing library users or staff (physical, sexual, verbal or stalking);
 - Selling, soliciting or using illegal drugs on library premises;
 - Smoking, including the use of electronic and smoke-free cigarettes, inside or within 15 feet of library entrance;
 - Vandalizing library facilities, equipment or materials;
 - Removing library materials from the building without checking them out;
 - Engaging in sexual conduct or lewd behavior; or
 - Viewing child pornography.
- **Report disturbing behaviors to a library staff person.**

Library staff are vested with the authority to determine appropriate standards of conduct and to strictly enforce and implement this policy. Violations of the Melrose Public Library Standards of Conduct will result in removal from the facility and/or suspension of library privileges. Illegal activity may result in expulsion from all library facilities, suspension of library privileges, and whereby federal, state or local laws apply, may result in arrest. Staff may call for medical assistance if patron behavior or appearance warrants concern. Patrons whose behavior is objectionable will be asked to leave. Minors may be asked to leave until a parent/guardian has been consulted. Failure to leave immediately, as requested, is regarded as trespassing and the Melrose Police Department will be contacted for assistance. The library need not issue further warnings regarding these behaviors before issuing a No Trespass notice.

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