

## Library Use Policy and Behavior Guidelines

Holbrook Public Library provides access to all through its collections, programs, facilities, and resources. We strive to serve our patrons effectively by providing a welcoming and safe environment. We ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following our Library Use Guidelines.

To ensure a safe and positive library experience for all, misconduct will not be allowed on any library property or at off-site library events in which library staff participate. Misconduct includes:

- Engaging in any activity prohibited by law.
- Engaging in disruptive or unsafe behavior, including interfering with the use or operations of the library by users or staff. Library staff determines what behavior is considered disruptive.
- Harassing library users or staff including intimidating, annoying, following, or staring.
- Using loud, abusive, or profane language.
- Engaging in or threatening violence to library staff or patrons.
- Leaving a vulnerable adult or child unattended. Please refer to the library's Safe Child Policy for more details.
- Using computers, areas of the library, or attending programs designated for children or teens without a need to access those collections or accompanied by a child or teen.
- Taking photographs or videos of library users without their permission.
- Engaging in unintended use of library furniture.
- Consuming food of any kind. Covered beverages may be allowed by discretion of library staff.
- Entering the library without shoes or acceptable attire.
- Removing shoes or clothing while inside the library.
- Soliciting, distributing leaflets, or posting notices without permission from Library staff.
- Leaving animals unattended on library grounds or allowing disruptive animal behavior.
- Entering non-public or staff-only areas.
- Using bicycles, skates, skateboards or similar items inappropriately on library property.
- Engaging in any activity prohibited by the library's computer and internet use guidelines.
- Blocking aisles, shelves, entrances, or leaving items unattended at any time.
- Using another person's library card number without that person's permission.
- Bringing weapons of any kind into the library.
- Stealing, damaging or defacing library materials or property. Doing so may result in prosecution.
- Smoking or vaping within twenty-five (25) feet of library grounds.

We ask patrons to follow all Holbrook Public Library policies and guidelines or abide by any reasonable request from staff to refrain from disorderly or disruptive behavior. Violations of policies or guidelines may result in removal from the facility and/or suspension of library privileges.

Escalating consequences for violations of the Library Use and Behavior Policy are as follows:

- In the event a patron violates one or more principles in the patron behavior policy, they will be asked to vacate the premises for the duration of the day
- Upon 2nd violation, the patron will be asked to vacate the premises for the duration of one week.
- Upon 3rd & or further violations, library administration will determine the duration of the patron's barring from the library
- Significant single violation may result in a longer barring period as determined by library administration (ie. patron assaults others, significant damage to property, loud verbal confrontations including loud volume and/or profanity directed towards other patrons and/or staff)
- All incidents that result in a patron having to vacate the premises should be documented by staff in a library incident report form. These forms will be kept on file within the library for no less than one year.

Illegal activity may result in arrest.

Approved by the Library Board of Trustees on August 13, 2024

Revised and approved by the Library Board of Trustees on November 10, 2025