

Hope Library

Rules for Public Behavior in the Library

The following rules of public behavior have been approved by the Hope Library Association Board of Trustees. These rules are in place in order to:

- Protect the rights of individuals to use library materials and services.
- Protect the rights of library employees and volunteers so they may conduct library business without interference.
- Ensure the continued availability of the building, materials, and services for all library users.
- Preserve library materials and protect library facilities from harm.
- Ensure the safety of library patrons, employees, and volunteers.

Individuals in violation of any of the following rules of behavior will be made aware of the transgression by either the director and/or supervisor on duty. (If no supervisor is available, staff will advise the individual.) If the individual does not correct his/her behavior, a warning will be issued by the director/supervisor instructing the individual that they will be asked to leave the premises if the behavior continues. The police will be notified if a person fails to comply with staff.

The Board authorizes the director or his/her designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred will be required to speak to the director or his/her designee before being readmitted. If the offender is a juvenile, they will be required to bring a parent or guardian to such a conference.

Hope Library Rules for Public Behavior

Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct might include but is not limited to:

1. Loud or boisterous behavior.
2. Conversation that is disturbing to other individuals or employees.
3. Profanity and/or other abusive and/or threatening language directed towards individuals or staff members.
4. Possession of any weapon on library property (except those carried in the line of duty by public safety forces). Weapons may include, but are not limited to, firearms, knives, etc. Any item that is used in a threatening manner may be considered a weapon.
5. Damaging, defacing, stealing or misusing any library property.
6. Running inside the library facility.
7. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding the entrance or exit from the building, sexual harassment, etc.
8. Fighting on library property.

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9. Using tobacco in any form while inside the library building.
10. Possessing, selling, or using alcoholic beverages and/or any illegal substances on library property.
11. Buying, selling, or soliciting (for personal gain or charitable purposes) while on library property. (The library reserves the right to fundraise in order to support its programs.)
12. Using radios, MP3 players, Ipods, computers or other personal listening equipment at a level that can be heard by others.
13. Using skateboards, roller-blades, roller-skates or any other sports equipment anywhere on library property.
14. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities. (Exceptions may be made for school-related projects at the discretion of the director.)
15. Tampering with, altering, editing or damaging library computers, software, books, AV materials or equipment.
16. Leaving children unattended. (*See Safe Children Policy*)
17. Cell phone conversation is prohibited inside the library. Visitors should set their phones to vibrate and conduct all phone conversations in the entryway or outside the building.

The above rules are based on powers granted to the library board of trustees under Rhode Island law and will be posted prominently in the library.

An Incident Report must be completed by any staff member involved with patrons who, because of the severity of their infraction, have been asked to leave a library building.