

NORTH KINGSTOWN FREE LIBRARY

BEHAVIOR POLICIES

A. INTRODUCTION

The North Kingstown Free Library aims to insure high quality, professional service to all its patrons. The library and its staff are committed to providing free and equal access to everyone and want to create a safe and comfortable environment for all patrons.

The library serves the community most effectively when everyone conforms to the following guidelines. Those who fail to conform will be asked to leave.

B. DEFINITION OF PROBLEM BEHAVIOR

Problem behavior is any behavior which either consciously or unconsciously violates or restricts the right of others to use the library.

C. GENERAL BEHAVIOR GUIDELINES

- **ADULTS WITH SPECIAL NEEDS:** Adults who require assistance from a caregiver should not be left unaccompanied in the library.
- **ALCOHOL AND DRUGS:** Use of alcohol or illegal drugs is not allowed.
- **ANIMALS:** Bringing dogs and other animals into the library (except helping dogs) is not allowed.
- **AUDIO EQUIPMENT:** Playing audio equipment so that others can hear it is prohibited.
- **BICYCLES, ETC.:** Bicycles, skateboards, scooters, roller blades or roller skates may not be brought into the library.
- **BUSINESS USE:** Using the library to conduct for-profit business is not allowed.
- **CLOTHING:** Shirts and shoes are required.
- **COMPUTER EQUIPMENT (MISUSE OF):** Unauthorized use of or malicious tampering with library computer terminals or associated electronic equipment is against the law. (RI Law 11-52-3)
- **CUDDLING:** Excessive displays of affection are not allowed.

- **DISTURBANCES:** Physical action or threat of physical action that could cause injury or harm to patrons or staff in the library building or on the grounds is not allowed. This may include but is not be limited to weapons, fighting and intimidation. (RI Laws 11-45-1, 11-47-42 and NK Town Code 12-6) Running, horseplay and throwing objects in the library is also not allowed.
- **FOOD AND DRINK:** Eating in the public areas of library is not permitted. Unless otherwise noted, covered drinks are allowed. Groups using the large Meeting Room may obtain permission to serve food from the Library Director.
- **GAME PLAYING:** Playing cards or other games can not be done without permission of the staff.
- **HARASSMENT:** Interference with or the harassment or intimidation of patrons or staff is not allowed. This includes all unwanted or abusive attention by word, act, look, or gesture.
- **LANGUAGE:** Use of obscene language or gestures (RI Law 11-11-5); verbal abuse, lewd or suggestive words directed toward patrons or staff is not allowed.
- **LEAVING BUILDING (NOT):** Patrons, who have been requested to leave the building because of unacceptable behavior, must do so. Patrons must also leave the building at closing time. (NK Town Code 12-13 (3))
- **LIBRARY FURNITURE (MISUSE OF):** Misuse of library furniture is not permitted. This includes, but not limited to, sitting on tables, counters or heating units, putting feet on furniture, sitting more than one to a chair and rearranging any library furniture with the exception of temporarily moving study chairs or moving a second chair to a computer workstation.
- **LOITERING:** Loitering on library property is not allowed. (NK Town Code 12-12)
- **MEETINGS:** Holding meetings in the main part of the library is not allowed.
- **MOBILE PHONES:** Use of mobile phones is permitted in silent mode only. Phone calls must be made and/or received in the vestibule of the front entrance.
- **NOISE:** Extended loud speaking or making unreasonable noise that is disruptive to patrons or staff is not permitted.
- **PERSONAL POSSESSIONS:** Personal possession should not be left unattended nor may they be left at public service points for safekeeping. The library is unable to guarantee the security of such items.

- **PETITIONS:** Circulating petitions or conducting surveys by non-library groups without permission is not allowed.
- **RESTROOMS:** Misuse of restrooms is not allowed.
- **SMOKING:** Using tobacco or vapor products inside the library is prohibited. (RI Law 22-20.6-2)
- **SOLICITATION:** Solicitation in any manner of library users or library staff is not allowed.
- **STAFF ONLY AREAS:** Entering staff areas without permission is not allowed.
- **STEALING:** Stealing any library material is prohibited (RI Law 11-41-14-1).
- **UNAUTHORIZED PRINTED MATERIAL:** Selling or distributing newspapers, magazines, pamphlets, leaflets, printed material or matter of any kind is not allowed.
- **VANDALISM:** Vandalizing, mutilating or destroying library material or property including but not limited to defacing furniture, walls and elevator is not allowed. (RI Law 11-44-15)
- **VIOLATION OF ANY LAW:** Violation of any local, state or federal law within library or on library property will be pursued to the fullest extent possible.

D. CHILDREN AND DISRUPTIVE BEHAVIOR

Parents are responsible for the behavior of their children in the library, whether or not the parents are present. The library staff is trained to provide public library service, not to provide long-or-short term daycare for children of any age. Aside from the planned programs, services, and activities designed for children, the library staff is not responsible for supervising or tending to the needs of individual users or groups of users. Parents, guardians and childcare providers should not assume that the library staff can or will fulfill this role.

- **PARENTS WITH CHILDREN**

Children under the age of eight must always be accompanied by a parent, guardian, or responsible childcare provider while in the library. If a child under the age of eight is attending a library program or activity, the parent, guardian or responsible childcare provider must remain in the Young Readers Department throughout the program.

The parent, guardian, or responsible childcare provider accompanying a child is expected to prevent the child from running, making excessive noise, throwing tantrums, playing on the stairs or in the elevator, pulling items from the shelves or otherwise disrupting the

provision of library service or disturbing other users. If the parent, guardian, or responsible childcare providers cannot control the child, both will be asked to leave the library.

- **UNATTENDED CHILDREN**

Children age eight and older are always welcome in the library as long as they are legitimately using the library's facilities and abiding by its rules. Children who become disruptive will be given one warning about their behavior. If the disturbance continues after a warning is given, the child will be asked to leave the building immediately for the remainder of the day. In some cases, parents or guardians will be notified to pick the child up as soon as possible.

Children should be picked up no later than five minutes before closing time. The library closes at 8:30 PM Monday through Thursday and at 5:00 PM Friday and Saturday. If any child under age 13 has not been picked up by this time, he or she will call home for a ride. If they do not reach anyone, the police will be notified. The police will come to the library, pick the child up and bring the child to the police station where the parents will then pick them up. Library staff cannot remain after the library closes and although there is sometimes a custodian in attendance at closing time, he or she is not responsible for unattended children, and cannot wait at the front door for them to be picked up.

Approved by the Board of Trustees
March 2002

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June 2010

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