



Patron Code of Conduct

These rules of conduct are intended to protect the rights, health and safety of Library patrons, staff and volunteers, and to preserve and protect the Library's materials, equipment, facilities, and grounds.

The following actions are examples of conduct not allowed on Library property that can be reasonably expected to disturb others; disrupt regular operations and activities; harm or endanger the Library's property; and/or threaten the rights, health and safety of Library patrons, staff, and volunteers. This list is not intended to be all-inclusive.

- Abusing, threatening or harassing staff, volunteers, or patrons, either verbally or physically (for example, swearing, stalking, prolonged staring, lurking, offensive touching, or performing lewd acts).
- Carrying firearms or other weapons.
- Stealing, damaging, altering, or inappropriate use of Library property.
- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library Policy.
- Smoking, including e-cigarettes and vaping.
- Horseplay, running, fighting or challenging to fight, pushing, shoving, or throwing things.
- Using skateboards, scooters, roller skates, or other similar equipment on library property.
- Creating disruptive noises such as loud talking, yelling, screaming, banging on computer keyboards, or using audible devices with or without headphones at a volume that disturbs others.
- Photographing, filming, or recording other staff, volunteers or patrons without their consent.

- Soliciting, petitioning, canvassing, conducting surveys, or distributing written materials without express permission of the Library.
- Being under the influence of alcohol/ illegal drugs or selling, using, or possessing alcohol/ illegal drugs.
- Shirts and shoes must be worn.
- Parents are responsible for the supervision and behavior of their children. Children under the age of 9 years must be accompanied. Although children 9 and older may be left unattended for a reasonable length of time, children should know how to reach a parent or guardian. Should children be left unattended in the library at closing, staff will call the Hampstead Police Department after attempting to contact a parent.
- Loitering on the library premises in a manner which interferes with the normal activities of library patrons or staff, or which blocks or obstructs doorways, hallways, passages, aisles, sidewalks, driveways or the parking lot.
- Defacing or otherwise damaging library property.

All staff members are authorized to enforce observance of these and other Library rules and procedures in a fair and reasonable manner. This includes providing verbal and written warnings, explanations, and physical copies of Library rules and policies.

Depending upon the seriousness of the violation, staff members may call the Police for assistance and/or ask an individual to leave the premises immediately, either with or without a prior warning.

A brief report of any incident involving a violation of this policy will be written and placed on file with the Director as soon as possible after its occurrence.

Approved by the Board of Library Trustees 5/21/02

Amended 9/5/12

Amended 2/19/14

Revised September 18, 2018

Revised June 18, 2019