

Millis Public Library

Code of Conduct

Approved by the Board of Trustees August 11, 2015

Revised by the Board of Trustees April 12, 2016

In order to create and maintain a safe, comfortable, and peaceful environment conducive to the use and enjoyment of the library's resources and services, the Millis Public Library Board of Trustees has established the following code of conduct.

Patrons must obey federal, state, and local laws, as well as library policies, and must comply with staff instructions. Failure to comply with the library's established rules and policies could result in removal from the library building and/or restriction, suspension, or revocation of library privileges. Appeals and objections may be addressed to the Millis Public Library Board of Trustees.

Materials and Property:

- Patrons may not damage or deface library property.
- Patrons are responsible for damage to or loss of library materials. Parents may be held responsible for loss or or damage to library materials by their children.
- The library is not responsible for unattended personal property.

Behavior:

- Abusive, harassing, or threatening behavior or language is not allowed at the library.
- Patrons may not use the library while intoxicated. Use of drugs, tobacco, or alcohol is not permitted at the library.
- Patrons must be fully clothed. Patrons whose body hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- No commercial solicitation of any kind is permitted at the library without written permission of the Library Director.
- Patrons may not enter staff areas of the library without staff permission.
- Patrons must leave the library promptly at close.
- Only service and therapy animals are allowed in the library without written permission from the Library Director.
- Conduct or excessive noise that disrupts the delivery of library services or hinders others from using the library, as determined by library staff, is prohibited.
- The Millis Public Library is not a silent place. Patrons with noise complains may speak to a staff member to discuss their options, and are advised not to confront other library users regarding noise.

Safety:

- For the safety of all, we ask that patrons move through the library carefully and at a reasonable pace. Do not block pathways or entrances.
- Skateboards, roller blades, scooters, and other wheeled devices, with the exception of those devices that are used by persons with disabilities, may not be used at the library. Bicycles, shopping carts, and other large, wheeled items are not allowed inside the library.

Children:

- Massachusetts General Law 119, Section 39, states that children under the age of 10 years old may not be left unattended in any building. Children under the age of 10 must be supervised by a responsible caregiver over 14 years of age, including in the Children's Room. Children left unsupervised in the library while a caregiver is in another area of the building will be considered unattended.
- The length of time that any child is left unattended in the library should not exceed the child's comfort level with that situation. It is the responsibility of the parent/caregiver to be aware of the library's hours of operation. At the close of business hours or if the library closes in an emergency, including a snow closing, the library staff will make an attempt to contact the parent/caregiver and the Millis Police Department will be called. That child will be left in the custody of the police and the library will close. The library suggests that children carry their parent/caregiver contact information.