

East Granby Public Library

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Code of Conduct

The East Granby Library Association (Library) offers free and open access to everyone and therefore welcomes individuals and groups into our building regularly. Use of the facility and services of the Library is subject to its policies and procedures. Commonly used rules of conduct and common courtesy must be observed by those using Library facilities. This policy provides the standards of behavior that ensure a welcoming, safe, and secure environment and positive experience for all patrons.

Scope

This policy applies to the Library staff, patrons, and members of the public using the Library. The Library courtyard, parking lot, and grounds (including Doreen's Nature Trail) are considered an extension of the Library, and these rules apply to those areas as well.

Roles and Responsibilities

Respect for Library patrons and staff shall prevail at all times. Visitors are asked to respect the rights of other users of the Library and to cooperate with staff in maintaining a safe, comfortable, and reasonably quiet environment. Interfering with another person's ability to use the Library or with the Library staff's performance of their duties is not allowed.

Parents or caregivers are responsible for the behavior and supervision of their children. This is in accordance with the Library's "Unattended Child Policy", a copy of which shall be provided upon request. The Library staff and this policy recognize that the Children's area of the Library may be louder and livelier than the adult areas of the Library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the Library.

Procedures

- **Identification** – The Library staff may require a patron to show his/her library card or other suitable identification.
- **Compliance with Local Ordinances and State Laws** – The Library staff will apply all local ordinances and state laws that govern behavior in public places as well as those regarding defacement, damage, or theft of library property, use of false identification to obtain a library card, or use of another person's library card without permission.
- **Attire** – Library patrons are required to wear appropriate clothing including shoes and shirts.

- **Adult Access to Children’s Spaces** – Adults in the Children’s and Teen sections of the building who are unaccompanied by a child or teen and do not require immediate access to materials from the Children and Teen Collections may be asked to relocate to another area of the library.
- **Activities Not Allowed in the Library**
 - Smoking, use of open flames, vaping, and any device that is used to inhale substances other than for medicinal purposes.
 - Possessing, or being under the influence of alcohol and/or illegal substances
 - Eating or drinking, except at designated times or in designated areas. Food or beverages are not permitted near any computers. Beverages must be in a covered container such as a travel mug or water bottle.
 - Disruptive behavior such as running, shouting, pushing, spitting, or biting.
 - Speaking loudly whether it be to another person in the library or on a phone.
 - Creating noise disturbances
 - Sleeping
 - Inappropriate computer use or damage of computer equipment including accessing, viewing, or disseminating pornography (child or adult). Please see the full “Internet Use Policy” for more information.
 - Harassment of others, either verbally or physically, including any action that other patrons or staff members reasonably perceive as harassment.
 - Threatening others, either verbally or physically, including any action that other patrons or staff members reasonably perceive as threatening.
 - Use of skateboards, rollerblades, scooters, or bicycles is not allowed inside or outside the Library.
 - Bringing animals into the library, except for service animals or animals used as part of a library-sponsored program.
 - Canvassing, petitioning, soliciting, selling, or distributing materials without prior approval of the Library.
 - Damaging or improperly using any material, equipment, furniture, or other property belonging to the Library, Library patrons, or staff
 - Taking photos, video recordings, or audio recordings without the permission of the subject.
 - Using obscene or abusive language or gestures.
 - Participating in lewd or sexual activity.
 - Carrying weapons of any kind. This applies to all individuals, with the exception of law enforcement officers, even if the weapon is registered and they are carrying a permit. Violations may result in temporary or permanent exclusion from the Library.
 - Interfering with another person’s use of the Library or with Library staff in the performance of their duties.
 - Exhibiting adverse hygiene conditions, including, but not limited to, offensive and pervasive clothing or body odor.
 - Unauthorized access to staff areas
 - It is impractical to foresee and address every objectionable behavior that may occur in the library. Staff therefore has the responsibility to make decisions that are in the best interest of the Library and all of its patrons whenever this Policy does not specifically address a situation.

Enforcement and Appeal

Enforcement of these rules will be conducted fairly and reasonably.

- If a patron engages in any of the behaviors prohibited above, the patron will be advised of Library policy. They will be given a subsequent warning and told of the expected behavior and the consequences of continued misbehavior. If the undesired behavior continues, the patron will be asked to leave the building.
- Persons refusing to leave the Library facilities after being asked to leave or attempting to re-enter the Library after being banned may be the subject of a police complaint and charged with trespassing.
- If a staff member judges a disturbance too serious to handle alone, they will call for backup from coworkers and a supervisor.
- At the discretion of the Director, repeat offenders will be banned from the library for varying lengths of time. For example, a second offense may receive a one-week ban, with a third offense receiving a one-month ban and a letter sent to the person to document the ban. For minors, a parent/guardian will be contacted on the first offense. Letters will be sent to the parent/ guardian of any subsequent offenses. The director may use his/her discretion for longer banishment in more serious cases or offenses.
- Specifics regarding the suspension or revocation of Library privileges and the appeal process can be found in the Library's "Circulation Policy".

Applicable State and Federal Laws

The Library Board is empowered to make these rules under Connecticut State Statute Title 11, Sec. 11-32, and to exclude from the library any person who willfully violates these rules.

According to Connecticut General Statutes, Sec. 53-21a, no child under age 12 may be left unaccompanied in the Library or on Library property at any time. Please see the full "Unattended Child Policy" for more information.