

**HELLERTOWN AREA LIBRARY ASSOCIATION
Behavior Policy**

Purpose:

The purpose of this policy is to provide all Library users with equal access to the Library's collections and services, and to achieve the optimum use of the Library facilities without disruption, intimidation, or harm. The Board of Directors has adopted these rules governing the behavior of Library users.

Scope:

Library users shall be engaged in activities associated with the use of a public library while in the building or on Library grounds. The Library is intended to be used for reading, studying, securing information, conducting research, borrowing Library materials, or attending Library authorized programs, meetings, and activities. Library users are expected to follow all Library procedures to ensure the safety of themselves and others, as well as the efficiency of all Library services.

Policy:

Any behavior that creates a health and/or safety concern or unreasonably interferes with a patrons use of the Library

The following activities are prohibited on Library property:

- Interfering with another person's use of the Library or with Library personnel's performance of their duties.
- Entering non-public areas, such as equipment rooms, storage areas, and the office, or other areas marked as private, without prior permission.
- Eating or drinking, or bringing food into the Library, unless with permission for a specific event.
- Smoking, vaping, and tobacco use
 - Smoking of any kind, including cigarettes, cigars, pipes, or other smoking materials.
 - Use of electronic cigarettes, vaping devices, or electronic nicotine delivery systems.
 - Use of smokeless tobacco products, including chewing tobacco.
- Drugs, alcohol, and intoxication
 - Possessing, using, selling, distributing, or being under the influence of illegal drugs or controlled substances
 - Possession or consumption of alcoholic beverages, except when expressly authorized for a Library sponsored event in compliance with law.
 - Possession of drug paraphernalia
- Bringing animals into the Library, except when needed to assist a person with a disability. We reserve the right to ask you and your pet animal to leave.
(See policy on "Animals in the Library.")
- Leaving a child under the age of twelve unattended by a responsible caregiver in the Library.
- Neglecting to provide proper supervision of children while in the Library. Parents, guardians, and care givers, not members of the staff, are responsible for the behavior and supervision of their children.
- Damaging, stealing, or defacing Library materials or property.

- Not wearing shoes, a shirt, or pants and/or skirt.
- Talking loudly or creating disturbing noises. We reserve the right to separate members of a group if they are too loud or disturbing.
- Using obscene or offensive language.
- Any form of sexual misconduct, including exposure, offensive touching, or sexual harassment of patrons and staff.
- Reprogramming or altering Library computer software or data.
- Library patrons may not use the library's Internet access to search, view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Willfully annoying another person.
- Running, pushing, shoving, and throwing objects.
- Using cell phones in a manner that disturbs other patrons. Ringers must be turned off or put on vibrate. We reserve the right to ask you to get off of your cell phone or take the call outside.
- Any disruption including intimidation, coercion, or seeking to harm others will not be tolerated.

Library users are encouraged to report disruptive or dangerous behavior to staff immediately so that the appropriate steps can be taken to resolve the problem. If the safety of Library users is in jeopardy, we will take immediate action by contacting the Hellertown Police Department.

The Library staff is authorized to ask any Library user in violation of this policy to leave immediately. The Library staff can limit or suspend, for up to thirty days, the Library privileges of anyone whose behavior is dangerous, severely disruptive, or has become chronic in nature. With the approval of the Board of Trustees, a person may be denied privileges for a period longer than thirty days. Any person with an unresolved dispute may go to the Board of Directors.

Children in the Library

The Hellertown Area Library staff welcomes children to use the facilities and services. However, responsibility for children using the library rests with the parent, guardian, or caregiver not with library personnel. The Hellertown Area Library and its staff do not assume responsibility for any child left unattended in the library.

The parent/guardian or assigned caregiver will be responsible for the behavior of their children while in the library and may not leave children under the age of twelve unattended. A child is unattended if a parent, guardian, or responsible person over the age of fourteen is not present with the child at all times while in the library.

If the child is attending a program, the caregiver must remain on the library premises for the duration of the program, unless prior arrangements have been approved by library staff.

Children are also expected to behave appropriately, as outlined above. A disruptive child's parent and/or guardian will be contacted and the child will be asked to leave once a parent/guardian arrives.

If a child is left at the library without a way home at closing time, two library staff members must stay with the child in the library. Staff must contact a parent/guardian to pick up the child. If a parent is reached, staff will wait with the child for one half hour. If a parent cannot be reached, or library staff have waited more than one half hour for a parent to pick up a child, staff must call the Hellertown Police Department to take custody of the child. Under no circumstances is one staff member to ever be alone in the library or on library property with a child after closing. Staff are not allowed to transport any patron in their personal vehicle.