

Tewksbury Public Library Policy Behavior Policy

The Tewksbury Public Library has established this Behavior Policy to ensure that library facilities are welcoming and provide equitable access to services and materials for all library users. Library employees will courteously and fairly enforce this policy.

Inappropriate Behavior

- Interfering with another person's right to use the library or with library employees' performance of their duties. Examples, not limited to:
 - Creating a disturbance by making noise, talking loudly or engaging in other disruptive conduct such as loud cell phone use
 - Abusing library equipment, furniture and materials
 - Participating in inappropriate public displays of affection.
 - Sleeping
 - Unwelcome comments of a personal nature; sexual advances or acts; bullying
 - Bringing animals of any kind into the library, unless serving as an aide animal or part of a library-sponsored program
- Eating or drinking, exceptions noted in the Library Food and Drink Policy
- Leaving minors, the aged, or vulnerable individuals unattended in the library
- Misusing library internet and network use policies
- Failing to abide by library policies

Response to Inappropriate Behavior:

1st response: Verbal notification and request to cease behavior

2nd response: Verbal notification and warning that continuing behavior will lead to expulsion

3rd response: Expulsion from the Library for a period commensurate with infraction

If inappropriate disruptive behavior persists on multiple occasions after warnings and actions from library employees, the Library Director may proceed with a Notice of Trespass for a specific period of time commensurate with the infraction. *In cases where voluntary compliance is not adhered to, the Tewksbury Police Department/911 may be called for assistance.*

Prohibited Illegal Behavior

Library patrons may not engage in any action or activity that violates any Federal, State, local laws, ordinances, and regulations. Weapons of any kind are not allowed or to be displayed, except those possessed by law enforcement officials. Illegal behaviors may represent or appear to represent a physical danger to people, vandalism to property, or interference with the legitimate library business of other persons or employees.

Prohibited Illegal Behavior includes, but is not limited to, the following:

- Smoking and use of any tobacco products (including vapes, e-cigarettes and cannabis) on library property
- Possession, selling or use of any unlawful controlled substance AND alcohol
- Being under the influence of alcohol or an unlawful controlled substance

Policy voted and adopted on: December 2005

Policy last reviewed and amended on: June 2008, January 2012, February 2012, September 2013, September 2018, February 2022

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- Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without his/her permission
- Vandalism of library materials or property. Parents are liable for damage done by a minor under the age of 18.
- Threatening verbal or physical behavior, including but not limited to, violence, threats of violence, harassment, and possession of weapons
- Sexual acts or solicitation

Response to Illegal Behavior

At any point an illegal activity takes place on library property, library staff will immediately call the Tewksbury Police Department/911. Verbal notifications to cease behavior may be followed by expulsion from the property for a specified period of time commensurate with the infraction. The Library Director may proceed with a Notice of Trespass.

Unattended Children and Vulnerable Individuals

The Library and its employees do not act "in loco parentis", in the place of guardians. We take seriously the safety of all patrons, especially those most vulnerable. If a child is not being supervised, they may be considered unattended even if a guardian is in the building. A vulnerable individual means a minor and/or an individual with mental or physical impairment or the aged who may be unable to protect themselves from abuse or exploitation or to comprehend and comply with Library policies. Library employees cannot be responsible if the unattended minor and/or vulnerable individual leaves library property.

In the case of a minor and/or vulnerable individual left at the library unsupervised or after closing, library employees are instructed to proceed as follows:

- Attempts will be made to contact a guardian and explain the concern;
- Two employees, including a senior supervisor, will wait no longer than 10 minutes after hours with the person until a guardian arrives;
- After 10 minutes, Library employees will call the Tewksbury Police Department business line to come and take responsibility for the person's safety until the guardian can be located.
- Library employees will, under no circumstances, accompany the person off of the library grounds or transport the individual to any location.
- A copy of this policy will be made available to the parent or guardian so it is understood why these steps were taken.

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