

## BEDFORD PUBLIC LIBRARY - RULES OF BEHAVIOR

**Summary:** All persons who want to use the Library are welcome, but no one may interfere with any other person's ability to use the Library, or staff's ability to provide services.

The Bedford Public Library is supported by the taxes of the people of Bedford who expect our facilities to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature. Adults unaccompanied by children are not allowed to linger in the Children's area.

Persons should be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, listening, viewing, or using computers or other library materials may be required to leave the building. Those whose conduct is disruptive to library operations or to others' use of the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem.

### 1. Behavior that is prohibited in the Library Includes—but is not limited to—the following:

- Any illegal act
- Possessing or using alcohol or other controlled substances, or being impaired from use of such substances
- Indecency
- Vandalism
- Harassment
- Soliciting, canvassing, interviewing, campaigning
- Smoking or use of tobacco products
- Disrupting the orderly conduct of business
- Loud or unruly behavior, such as yelling, swearing, hitting, etc.
- Misusing computers or other equipment
- More than 4 people per table
- More than 2 people per computer terminal
- More than 1 person on single seat furniture
- Staring
- Running
- Riding the elevator for no purpose but to ride; stopping the elevator without cause
- Walking to & fro, in & out to the distraction of other library users
- Obstructing any entrance, exit, or passageway
- Sleeping or appearing to sleep
- Lying down on the floor or the furniture
- Placing feet on furniture, walls, woodwork, etc.
- Causing excessive wear or damage to furniture
- Rearranging furniture & library materials
- Drinks without secure lids
- Drinking at the computer terminals
- Eating in the library

2. Materials may not be removed from the library without proper authorization. The Library reserves the right to inspect personal belongings for concealed Library material. Theft of Library material—or damaging or defacing material—may lead to prosecution under NH RSA 202-A.
3. Persons in the Library are responsible for their personal property. Personal property should not be left unattended. The Library is not responsible for lost or stolen items.
4. Proper dress, including tops, bottoms, and shoes, is required at all times.
5. Children under the age of 8 must be attended by a parent or other responsible caregiver, age 14 or older, at all times while in the library. Please refer to our Policy on Unattended Children for more information.
6. Persons needing continuous supervision must be accompanied by the appropriate supervisor or caregiver when visiting the Library.
7. Poor personal hygiene that interferes with others' ability to use the Library may be cause for eviction.
8. Assistance animals are welcome. All other animals are prohibited.
9. Cell phones must be silenced and cell phone calls taken outside.
10. Photography and recording are not allowed on Library premises without prior permission. The Library reserves the right to photograph the premises.
11. Light refreshments are allowed in the meeting rooms with use of the small kitchen on the lower level. All areas must be cleaned up after use.

**Failure to comply with these rules may lead to revocation of library privileges.**

Approved by the Board of Trustees, January 27, 2011  
Revised June, 2014