

Town of Windham

Windham Public Library Code of Conduct Policy

I. Policy Statement

The Windham Public Library is supported by the taxes of the people of Windham who expect Town facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending 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. In addition, the Library has a strong commitment to intellectual freedom and to freedom of access to information.

II. Authority

Article III, Section 2 of the Town Charter appoints the Town Manager, as the Town's chief administrative officer, the responsibility to establish reasonable rules and regulations regarding the Windham Public Library and to exclude any person who willfully and persistently violates those rules. The rules will be enforced in a fair and reasonable manner with exclusion periods that vary based on the severity of violation.

III. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
- Entering into the Library barefoot or without a shirt or removing one's footwear or shirt while in the Library, or being otherwise attired so as to be disruptive to the Library environment.
- Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
- Moving Library furniture from where it is placed by Library staff.
- Using wheeled devices inside the Library or on Library grounds, except in designated areas, including the use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters. **These restrictions do not apply to ADA assistive devices or baby strollers.**
- Lying down or appearing to be sleeping in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- Neglecting to provide proper supervision of children under the age of eight (8).


- Bringing pets or animals, **other than service animals necessary for disabled individuals**, into the Library, except as authorized by the Town Librarian.
- Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
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- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phone and pager ringers must be turned off.
- Littering.
- Smoking, chewing, and other tobacco use on Library property or the use or distribution of e-cigarettes.
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside a library or on library grounds, including outside library entrances, without Library authorization. No Library authorization is required to distribute literature, gather signatures, solicit contributions, or conduct surveys on the public sidewalks adjacent to Library property.
- Placing any tables or other structures on Library property, including Library grounds.
- Failing to comply with any reasonable staff request to cease behavior that interferes with the effective functioning of the library.
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Entering the library or library grounds during a period of exclusion.
- Being under the influence of alcohol or controlled substances.
- Possession or use of alcohol.
- Damaging or stealing personal or Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Verbally intimidating staff, volunteers, or other patrons.
- Engaging in any other behavior that would constitute a misdemeanor under applicable law.
- Carrying, exhibiting, displaying, or drawing any firearm in a manner that demonstrates intent to intimidate another or that warrants alarm for the safety of other persons.
- Possession of any other dangerous weapon.
- Assault, fighting, or challenging to fight.
- Selling, using, or possessing controlled substances or selling alcohol.
- Refusing to leave Library property after being issued a Notice of Exclusion.
- Offensive touching and obscene acts such as sex acts, and indecent exposure.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once excluded.
- Threatening other patrons, volunteers, or staff - verbally, physically or in writing, including all forms of electronic media.
- Engaging in any other behavior that would constitute a felony under applicable law.

IV. Enforcement

Authorized library staff and/or Windham Police Officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in:

- 1) withdrawal of a person's permission to remain on Library property; and/or
- 2) issuance of a Notice of Exclusion from Library property for a period of time.

A violation of law may also result in arrest and prosecution. Violations of law and/or these rules may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Authorized personnel may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.

APPROVED: 

Date: 4.23.2014

Anthony T. Plante
Town Manager