

Code of Conduct Policy

The purpose of this policy is to ensure a safe, orderly and comfortable atmosphere in which all Library users can use the Library's materials and services most effectively. Patrons, as well as staff, should be mindful of the effects of their behavior on others while using the Library.

Users Responsibilities

Library users are responsible for respecting:

1. The rights of others to use the Library
2. The library's collections, building, property and grounds
3. The privacy of other Library users
4. The property of others

In order to provide a safe and pleasant environment, the Library staff is authorized to make judgement regarding individual or group behavior. Response to unacceptable behavior may include temporary or permanent suspension of Library privileges and/or expulsion from the Library building. These behaviors include but are not limited to:

1. Many patrons use the library as a place for quiet study. Patrons should respect the rights of others and not engage in loud conversations or noisy activities. Please set cellular telephone ringers to silent while in the building, and conduct phone conversations in a quiet voice.
2. Headphones are required when using Library desktops or laptops while listening to music or watching videos.
3. Damaging library property is forbidden.
4. All materials must be checked out before leaving the building.
5. Harassing or threatening any staff member or patron is forbidden.
6. Being disruptive or disorderly is not permitted. Library staff reserve the right to ask patron to leave if such behavior continues.
7. Use of alcohol or illegal drugs.
8. No smoking or vaping is permitted in the library or on library grounds.
9. Any illegal activity.

10. No food, or beverages in open container (containers with tight lids are permitted except near computers and other electronic equipment).
11. Patrons are responsible for their personal property. Do not leave items unattended, the library is **NOT** responsible for lost or stolen items.
12. Parents/guardians are responsible for the behavior and supervision of their children. (Please see the Safe Child Policy)
13. Interfering with the rights of individuals to use library materials, services and premises is not allowed.
14. Using restroom facilities for activities other than their intended purpose is prohibited.
15. Shirts and shoes must be worn in the library at all times.
16. With the exception of service animals, animals are not allowed in the library building without the approval of the Library Director.
17. Roller blades, skateboarding, scooters, or similar equipment may not be used in the building or in the parking lot. Bicycles should be left in the racks outside the building, and the library cannot be held responsible for theft of bicycles, locked or unlocked.
18. Solicitation of any type is not allowed on library grounds.
19. Sleeping in the Library is not allowed.
20. Patrons who are not in compliance with the preceding Code of Conduct and engage in activities not permitted in the Library and on Library grounds will be asked to correct their behavior. Repeated failure to follow the rules may result in action outlined below.

Library visitors, who fail to follow the Merrimac Public Library Rules and engage in activities not permitted in the library and on library grounds will be spoken to and asked to correct their behavior, or may be asked to leave immediately. The Library staff will ask the local police to assist with disruptive individuals or groups, or those not in compliance with the Library rules. Repeated failure to follow the rules may result in the following actions:

1. An individual's library privileges may be restricted in a manner that is consistent with the objectionable behavior.
2. The individual who commits any of these offenses may be asked to leave the building for a duration of time

- First violation – one week
 - Second violation – one month
 - Third violation – three months
3. The Merrimac Police may be contacted and a formal No Trespassing Notice taken out against an individual who has demonstrated repeated violation of the rules, or is perceived to be threatening to staff and/or patrons.

At the discretion of the Library Director, or the designee, other behavior or action not listed above may be deemed unacceptable and may incur the same consequences as those behavior defined in this policy.

Library staff have the authority to implement library policies and to determine appropriate standards of conduct.

Approved by the Merrimac Public Library Board of Trustees, June 17, 2025