

## **Patron Code of Conduct**

### **Rules for Patron Behavior:**

The Groton Public Library encourages people of all ages to visit the library. The library staff and those using the library and its resources have the right to expect a safe and comfortable environment. At the discretion of staff, people demonstrating disruptive or inappropriate behavior may be required to immediately leave. Refusal to leave the premises will result in the staff member calling 911. Inappropriate behavior includes, but is not limited to:

- Loud talking
- Running
- Eating or drinking in the computer area
- Deliberately annoying other patrons and/or staff
- Misuse of library property or services
- Abusive language or behavior
- Harassment or lewd behavior

**All serious offenses will be reported to the director/manager. Any illegal acts will be reported to the police.**

Use of cell phones for conversations inside the library is not allowed if it is disruptive. Use of personal computers and audio equipment is permitted only if the noise level is low.

**Library Safe Child Policy** – The staff of the Groton Public Library is committed to helping children and their families utilize Library resources most effectively. It is not the responsibility of Library staff, however, to provide short-term or long-term child care, or to be responsible for unattended children. Children who have not been picked up at closing will be left in the care of Law Enforcement.

### **Suspension of Computer Privileges:**

Infractions of the Rules for **Computer Use** at the Groton Public Library will be treated as follows:

- 1<sup>st</sup> infraction: loss of computer privileges for 30 days
- 2<sup>nd</sup> infraction: loss of computer privileges for 60 days
- 3<sup>rd</sup> infraction: permanent loss of computer privileges

**Deliberate or illegal actions may result in a lifetime ban on the use of library computer systems and legal action.**

### **Suspension of Library Privileges and Banishment from Premises:**

Infractions of the **Patron Code of Conduct** will be treated as follows:

- 1<sup>st</sup> infraction: loss of library privileges & banishment for a minimum of 30 days\*
- 2<sup>nd</sup> infraction: loss of library privileges & banishment for a minimum of 60 days\*
- 3<sup>rd</sup> infraction: permanent loss of library privileges & banishment from Library & premises

**Deliberate or illegal actions may result in legal action and a lifetime ban from the Library & Premises.**

**\*Depending upon the severity of infraction, the Library Executive and Board of Trustees may impose longer or permanent suspension and banishment.**

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