



## Rules of Conduct Policy

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The Newtown Public Library is committed to providing a safe, welcoming, and inclusive environment that supports the enjoyment of reading, the exploration of ideas, and lifelong learning for all. To fulfill its mission, the Library establishes the following rules governing patron behavior and the use of Library facilities, services, and property.

This policy applies to all individuals using the Library building, grounds, collections, equipment, and services. This includes Library parking areas and any Library-sponsored offsite programs or events where Library staff are present.

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### Standards of Conduct

Patrons are expected to conduct themselves in a manner that does not interfere with:

- the rights and safety of other Library users,
- the ability of staff to provide services, or
- the proper use and preservation of Library facilities and resources.

Patrons must comply with reasonable directions of Library staff while on Library property.

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### Prohibited Conduct

The following categories of behavior are prohibited on Library property and at Library-sponsored events:

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#### 1. Disruptive or Unsafe Behavior

- Creating excessive noise or disturbance that interferes with Library use.

- Blocking entrances, exits, aisles, or access to collections, furnishings, or services.
  - Engaging in unsafe physical behavior, including running, pushing, jumping, climbing, or similar actions.
  - Sleeping on Library property in a manner that interferes with safety or Library operations.
  - Leaving children unattended in violation of the Library's Unattended Child Policy.
  - Leaving personal belongings unattended.
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## 2. Harassment and Personal Conduct

- Engaging in behavior that threatens, harasses, intimidates, or materially disrupts Library operations or interferes with another person's use of the Library.
  - Engaging in discriminatory harassment or conduct directed at a person's protected status that materially disrupts Library operations or interferes with another person's use of the Library.
  - Use of abusive, obscene, or threatening language or gestures toward staff or patrons.
  - Engaging in physical altercations or unwanted physical contact.
  - Inappropriate sexual conduct or exposure.
  - Photographing, filming, or recording others without permission in a manner that disrupts Library operations or infringes upon another person's reasonable expectation of privacy. (Library-authorized recording and security monitoring are excepted.)
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## 3. Health and Sanitation

- Activities that compromise health or sanitation, including but not limited to strong odors, unsanitary conditions, or infestation that interfere with others' use of the Library or the safe operation of the facility.
  - Misuse of restrooms, including bathing, laundering clothes, or other activities not consistent with normal restroom use.
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#### 4. Property and Facility Misuse

- Damaging, defacing, or misusing Library materials, equipment, furnishings, or property.
  - Unauthorized use of Library meeting rooms or other spaces.
  - Remaining in the building after closing time.
  - Using bicycles, skateboards, roller skates, or similar equipment in areas not designated for such use.
  - Bringing animals into the Library, except for service animals as defined by law or as permitted during Library-approved events.
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#### 5. Alcohol, Tobacco, and Weapons

- Possessing weapons on Library property, except as permitted by law.
  - Possessing, consuming, or being under the influence of alcohol on Library property, except during Library-sanctioned events.
  - Using tobacco products, including e-cigarettes, on Library property.
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#### 6. Commercial Activity and Solicitation

- Soliciting funds, goods, services, signatures, or other contributions; selling goods or services; or engaging in unauthorized commercial activity on Library property without prior approval from the Library.
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#### 7. Violations of Law or Other Policies

- Using Library computers, Wi-Fi, or electronic resources in violation of the Delaware County Library System Electronic Information Network and Internet Safety Policy, including viewing content in a manner that creates a hostile or disruptive environment.
  - Committing or attempting to commit acts that violate federal, state, or local laws.
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The behaviors listed above are examples and do not constitute an exhaustive list of prohibited conduct.

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## **Enforcement**

Library staff are authorized by the Board of Trustees to interpret and enforce this policy.

When a patron's behavior violates this policy, staff may take one or more of the following actions, depending on the severity of the behavior and the circumstances:

1. Inform the patron of the policy and request compliance.
2. Require the patron to leave the Library premises, including Library grounds and parking areas.
3. Contact law enforcement if a patron refuses to comply with staff direction, poses a safety risk, or engages in illegal behavior.

A patron who is directed to leave must do so immediately and may be subject to suspension or restriction of access, including duration and conditions for reinstatement, as appropriate. A patron may request review of a suspension by Library Administration in accordance with Library procedures.

Library Incident Reports may be completed when staff intervention, removal from the premises, or contact with law enforcement occurs.

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Adopted by the Board of Trustees: May 21, 2015

Amended: April 26, 2022

Amended: December 20, 2022

Revised and Re-Adopted: [date]