



## **Greenwich Library Policy**

### **Public Behavior**

Approved September 15, 2009

The principal purpose of the Greenwich Library, including the main library and its branches in Cos Cob and Byram, is to provide open and convenient public access to all of the Library's written, recorded, filmed, and electronic resources and to its educational and informational services. The Library and its staff are committed to providing a safe and congenial atmosphere in which to carry out this purpose.

The foregoing commitment can only be fully achieved if users of the Library respect the rights of all other users and the staff. This general statement underlies the more specific provisions of the Library's Code of Conduct set forth below and basically requires that Library users act in a manner that will not interfere with the functioning of the Library or disturb others.

#### **CODE OF CONDUCT**

1. No Library property may be misused, mutilated, damaged, or defaced, nor may any material be removed from the Library without being checked out appropriately.
2. The Library staff may ask to examine users' briefcases, handbags, and other packages to help assure compliance with the Library's check-out procedures.
3. All materials borrowed from the Library must be returned or renewed in a timely manner.
4. Use of the Library's search, copy, print, and other information machines, as well as its public telephones, is subject to reasonable limitation, at the discretion of the Library staff, if others are waiting.
5. For the benefit of all users, quiet must be maintained in the designated Library study areas.
6. Disruptive behavior such as shouting; loud talking; or the playing of music on portable devices without headphones is not permitted anywhere in the Library. Cell phones must be silenced and may only be used in main entrance vestibules at each building or in designated stairwells or the first floor Photocopy

Room of the Main Library.

7. Since the Library is not designed to serve as a public shelter or lounge, sleeping, lingering aimlessly, and misuse of the rest rooms cannot be allowed.
8. Interference with or the harassment or intimidation of other users, the Library staff, or Library volunteers represents unacceptable behavior. This includes all unwanted or abusive attention by word, act, look, or gesture.
9. Smoking, and the use of alcohol, narcotics, or hallucinogens, is not permitted.
10. Food and beverages may not be consumed in the public areas of the Library, except for items purchased and eaten in the downstairs café.
11. Shirts and shoes must be worn at all times in the Library.
12. Children under the age of seven, for their safety and well-being, must be accompanied by a responsible adult or teenager.
13. Animals, other than those trained to assist disabled users, are not permitted in the Library.
14. The designated parking spaces for Library staff and handicapped users of the Library must be respected. The use of skateboards or rollerblades is not permitted on any Library property.
15. Upon request, users may be asked to show staff members their Library cards or other appropriate identification.

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The Greenwich Library staff has been authorized to administer the Public Behavior Policy and, if necessary, to modify and/or adapt the Code of Conduct to special circumstances. If aware that a patron's behavior or conduct is subject to court order or ruling, the staff shall endeavor to ensure that such patron's use of the Library is not inconsistent with such order or ruling. As to that patron, such an order or ruling shall be deemed to be a part of the Library's Code of Conduct.

Users who do not comply with the Code of Conduct or any reasonable request of the staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension or termination of Library privileges to prohibiting access to the Library premises. Egregious behavior may be reported to the police.

Replaces Public Behavior  
Approved February 7, 2007