Greenwich Library Policy
Public Behavior
Approved April 8, 2025

For definitions and other information relevant to understanding Library Policies, please see *Introduction to Library Policies*.

The Library requires that all users act in a manner that does not interfere with the functioning of the Library or disturb other Library users and otherwise comply with this Policy.[i]

Library staff may (i) inspect any property of any person who enters or leaves the Library and (ii) ask users to show their library card or other form of identification.

Library Safety and Respect

- Any activity that violates federal, state, local or other applicable law or Library Policies is prohibited.
- Actions reasonably perceived by a member of the Staff or users as interference with, threats to, or the harassment or intimidation of any person on Library Premises is prohibited. This includes all threatening, unwanted or abusive attention by word or act, both in person and electronically.
- Weapons of any kind are prohibited on Library Premises
- Engaging in sexual conduct or lewd behavior is prohibited on Library Premises.
- Viewing child pornography is illegal, subject to federal and state prosecution, and prohibited on Library Premises.
- Smoking or using tobacco products, including vaping or electronic cigarettes or other inhalants, on Library Premises is prohibited, except in outside, designated areas.
- Using, selling, or appearing under the influence of illegal drugs is prohibited on Library Premises.
- Using alcohol is prohibited on Library Premises except in such instances governed by the Library's Food and Beverage and Meeting Facilities Policies. Appearing under the influence of alcohol is prohibited on Library Premises.
- Quiet must be maintained in designated Library quiet areas.
- Making unreasonable noise, such as shouting, loud talking, or the playing of music and other sounds (with or without headphones) at a volume that disturbs others, or speaking on a cell phone via speaker, is not permitted on Library Premises.
- Cell phones must be silenced and may only be used in the Library in areas designated by Library staff.
- Persons who are ill or exhibit symptoms of illness may be required by Library staff to relocate or leave the Library Premises.
- The Library administration may apply additional protocols or restrictions to protect the health of its users and staff.
- Appropriate clothing and shoes must be worn at all times in the Library.

Library Spaces and Resources

- Library Property (including but not limited to books, recordings, electronics, computers, copiers, and furniture) may not be misused, mutilated, damaged, or defaced, nor may any material be removed from the Library without being checked out appropriately.
- All materials borrowed from the Library must be returned or renewed in a timely manner.

- Large furniture, including desks and large armchairs, may not be relocated by users.
- Sleeping in the Library is prohibited.
- Food and beverages are allowed in the Library only in designated areas with the exception of water in sealed containers.
- Bringing an animal into the Library, unless it is a service animal, is prohibited. Animals that are part of a Library program may be allowed in Library with the consent of Library staff.
- Misuse of the restrooms (such as for shaving, bathing or washing property) is prohibited. The Library staff may limit the use of the restrooms in the children's area of the Main Library to young children and accompanying caregivers.
- Library staff may ask any user with unhygienic conditions (including, but not limited to, clothing odor, body odor, insects, or pests) or with unsanitary belongings to leave the Library premises.
- Use of the Library's resources (including space, materials, furniture, equipment or outlets) is subject to reasonable limitation, at the discretion of the Library staff, particularly if others are waiting to use them or if the Library is about to close.
- Large objects, equipment, and other belongings including, but not limited to, shopping carts, luggage, oversized bags on wheels, or any bags that are in excess of 24" x 16" x 10" are not permitted inside the Library buildings.
- Electrical outlets may only be used for the powering of small, personal electronic devices such as cellular phones, tablets, and laptops. They may not be used for the powering of equipment which may be a hazard to Library buildings and property, including but not limited to, space heaters, hair dryers, and other similar equipment.
- Personal items may not be left unattended on Library Premises (including at workstations) for any reason, including to "reserve" Library space for a patron's future use. Unattended items may be relocated and/or disposed of by the Library staff at its discretion.
- The Library is not responsible for any loss of personal items or information left on Library Premises, such as near computer workstations or printers, or unattended items moved by Library staff.
- The Library's parking lots are for use by Library users and staff only. Those who park in a Library parking lot for reasons other than Library use may be subject to removal by towing at the vehicle owner's expense.
- Bicycles and motorized scooters may be parked and secured only in designated areas. The use of skateboards, scooters, and roller skates or blades is not permitted on any Library Premises.
- Users are prohibited from entering staff areas without permission.
- The Library may restrict the use of certain equipment by age in designated areas such as in the Innovation Lab, Children's Room and Young Adult spaces. The Library may also restrict participation in certain programs by age.
- Library staff are prohibited from assisting users with matters of a personal nature, such as making financial transactions, directly handling a user's legal or medical matters, proctoring exams, booking vacations, proofreading, or translating text or editing videos.
- Users are prohibited from covering any Library windows including exterior windows, study room windows, group study room windows, or meeting facilities window.
- The following rules apply to photography, filming, audio recording and other forms of recording in the Library:
    - Tripods, stands, and other equipment (including flash or other lighting equipment) that may obstruct passageways or interfere with use of the Library Premises may not be used.

- Photographing, filming, or audio recording of Library users, Library staff, and Library programs without the relevant individual's or the Library's prior written permission is prohibited.
- All photographs, video, and other recordings shall be solely for personal use and no photographs, videos, or other recordings may be sold or otherwise reproduced or distributed for any commercial use without the Library's prior written permission.
- Photography, filming, audio recording, and other forms of recording in the Flinn Gallery are subject to the rules of the Flinn Gallery.

Children. Although serving children and families is an important part of the Library's mission, the Library cannot supervise or care for minors. According to Connecticut General Statutes, Section 53-21a, children under age of twelve (12) may not be left unsupervised in a place of public accommodation for a period of time that may represent risk to the child's health and safety. The Library and its staff cannot, and expressly do not, assume any responsibility to supervise or care for a minor on Library Premises. A minor's caregiver (such as a parent, guardian, or other person having custody or control, or providing supervision, of a minor) is responsible for the supervision and care of such minor at all times while on Library Premises. Library staff may in their discretion require any minor to be accompanied by a responsible adult or caregiver while on Library premises.

[i] This Policy does not apply to Library staff activities reasonably deemed by the staff to be necessary for proper operation of the Library.