



LIBRARY USE POLICY

LIBRARY ENVIRONMENT

It is the goal of the Stoughton Public Library to provide a safe and pleasant environment for library patrons and staff. Therefore, this policy has been developed to ensure all library users optimum opportunities to exercise their right to read, study, conduct research, utilize electronic equipment, view exhibits, and participate in library sponsored and library approved programs. The library does not allow any individual to compromise the safety of the library, its staff, and its patrons.

PATRON CODE OF CONDUCT

All library patrons must respect the library facility, furniture, materials, staff, and other patrons. Any patron whose behavior or condition interferes with library operations or patron use of the library may have their library privileges revoked for a period of time to be determined by the Library Director. This behavior may include, but is not limited to, smoking, eating, or drinking in the library; inadequate attire (i.e., not wearing shoes, shirts, etc.); insulting or profane language; excessive noise; violence; destruction of library property; verbal abuse, obscene behavior; intoxication; offensive odor; disruptive and illegal activities; and harassment of staff or patrons.

VIOLATION OF LIBRARY USE POLICY

It is the responsibility of the library administration and librarians, with backup by other staff members or police if necessary, to deal with the violations of the Library Use Policy. Staff members who observe patrons engaging in prohibited activities will inform patrons of Library Use Policy. Anyone who refuses to comply with Library Use Policy will be required to leave.

Disruptive or Offensive Behavior

Before taking action, whenever possible staff members notify the Director or the Librarian in Charge of situations which are potentially dangerous or when a patron is going to be asked to leave because of disruptive or offensive behavior or condition. A staff member always alerts another staff member who can observe and be in a position to obtain help before approaching a potentially dangerous patron. If the situation warrants, the police can be called before the patron is approached.

Violent or Illegal Behavior

Staff can call the police immediately when observing anyone engaging in illegal activities or when the patron's behavior physically threatens others.

Staff involved in any incident

Librarian in Charge will record the incident in writing immediately and provide a copy to the Director.

USE OF PATRON-OWNED ELECTRONIC EQUIPMENT WITHIN THE LIBRARY

As Trustees we are aware that patrons would like to bring their own electronic devices such as lap-top computers, calculators, etc., into the library to use such equipment for their personal use. The Board of Trustees has therefore established the policy that equipment will be permitted for use within the library. Personal equipment must not interfere with the use of the library by other patrons.

Such equipment that requires connection to the library electric outlets will be allowed to the general public in a designated area which will be clearly marked for public use.

ROLLER BLADES, ROLLER SKATES, SKATEBOARDS NOT PERMITTED

As a public building, there will be no use of roller blades, roller skates, skateboards, etc. For safety, No Bare Feet will be allowed.

SIGNS ON LIBRARY PROPERTY

Signs may not be erected on library land or the library building except for official Library or Town of Stoughton purposes.

POSTING OF POSTERS AND TEMPORARY NOTICES

1. All posting must be approved by Library Director and/or Board of Trustees.
2. All posting limited to areas designated by Library Trustees.
3. Responsible party's name and contact telephone number must appear on back of poster or temporary notices.

SALE OF "GIFT" BOOKS FOR FRIENDS (SOLA)

The Trustees approve allowing SOLA (Support Our Library Association) to sell used books and other library materials withdrawn as obsolete or donated to the Library within a designated area of the Library.