

# Patron Code of Conduct

Welcome to the Salem Public Library. In order to provide an appropriate library environment and to ensure constructive use of Library facilities, materials, and services as well as the safety and personal comfort of all our Library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be banned from the Library property and/or prosecuted to the fullest extent of the law. The Library has the right to amend the Code of Conduct at any time.

## **1. This is a Public Library**

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected in designated study areas. No patron may disrupt others using the Library.

Misconduct such as the use of foul, offensive or threatening language and gestures to Library staff or other patrons including harassment, public drunkenness, alcohol or drug usage, sale or exchange of alcohol or drugs, illegal gambling, running, pushing, and fighting, and other offensive behavior are not allowed on Library property. In addition, staring, stalking, soliciting, loitering, littering, bringing in weapons, and damaging property are prohibited.

Initiating conversation not appropriate in a work environment or giving gifts to an individual staff member in order to pursue a personal relationship is not allowed.

Lying down on any floor, table, desk, or seat in the Library, and blocking aisles, stairs, exits, or entrances by sitting or lying down is prohibited. Using furniture or other Library property for purposes other than its intended use is not permitted.

Cellphone conversation is only permitted in certain areas. Using devices, phones, or other equipment in a manner that disrupts others is prohibited.

## **2. Dress and Personal Belongings**

Patrons shall be fully clothed, including footwear. No masks that obscure identity are permitted to be worn. Personal property should not be left unattended in the library. The library is not responsible for lost or stolen belongings.

## **3. Animals in the Library**

Animals are not permitted in the library except for service animals and for programming purposes.

## **4. Smoking, Food, and Beverages**

In accordance with Massachusetts state and local laws, the library is a smoke-free establishment. Consumption of food is not allowed except for programming purposes only or as otherwise permitted. Non-alcoholic beverages in covered containers may be consumed in designated areas only.

## **5. Library Materials and Equipment**

Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials. Use of Library computers requires a valid library card, or guest pass issued by a library staff member. A library patron who deliberately alters or tampers with Library computer equipment, or destroys computer equipment will be banned from the library and will be subject to financial liability for damages and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will be banned from the library and will be subject to financial liability for damages, and may be subject to criminal penalties.

Patron concerns should be brought to the attention of the Administration.

**(Approved by the Salem Public Library Board of Trustees 1/24/13, Revised 2/27/14, Revised 4/23/26)**