

Milton Public Library

Appropriate Use Policy

Policy Statement

The Milton Public Library is supported by the taxes of the people of Milton who expect our facilities to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library or community-sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library users, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. These rules will allow the Library to keep to its mission to enrich the community by connecting people to the world of ideas, information, and imagination.

General Regulations

The Milton Public Library will have a zero tolerance for individuals who do not abide by the rules of the Appropriate Use Policy as stated below.

All incidents will be recorded in a Library Incident Report to allow staff to identify repeat rule breakers.

Behavior Rules and Consequences

Section One

Any person who violates rules 1-3 while on library premises will be immediately ejected and barred from the Milton Public Library building and grounds for a period of up to five years.

1. Verbally or physically threatening or harassing other library users, volunteers, or staff, including but not limited to stalking, offensive touching, obscene acts such as sex acts, and indecent exposure.
2. Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
3. Selling, using, or being in possession of illegal drugs or alcohol.

Section Two

Any person who violates rules 4-9 while on library premises will be immediately ejected and barred from the Milton Public Library building and grounds for a period of up to one year.

Any person who violated rules 4-9 a second time while on the library premises will be immediately ejected and barred from the Milton Public Library building and grounds for a period up to three years.

4. Theft of library materials, use of false identification to obtain a library card, or use of another person's library card without permission are against state law and will be prosecuted (MGL Ch. 266, Sec. 99).
5. Those who damage or deface library materials or property will be prosecuted (MGL Ch. 266, Sec. 100). Parents or legal guardians can be liable for damage done by a child under 18 years of age (MGL Ch. 231, Sec. 85).
6. Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment
7. Being under the influence of alcohol or illegal drugs.
8. Interfering with another person's right to use the library, or with the library staff's performance of their duties, including but not limited to screaming, fighting, pushing, shoving, or throwing things.
9. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours.

Section Three

Any person who violates rules 10-29 while on library premises will be given one warning at the discretion of the library staff; then the person will be asked to leave the premises for the day.

Subsequent offenses will result in immediate ejection and the person will be barred from the Milton Public Library building and grounds for a period of up to six months, depending on the severity of the problem.

10. Neglecting to provide proper supervision of children. (Please see our Child Safety Policy)
11. The children's areas within the Library facilities are reserved for use by children, their caregivers, and adults interested in the children's collections. The teen area is reserved for teens and those who accompany them, and adults interested in the teen collections. Patrons not included in these categories may be required to leave the children's or teen areas and instead use other areas of the Library.
12. Creating disruptive noises such as loud talking or banging furniture, etc.
13. Group activities which are disruptive to the Library environment (including groups studying, working on a project, sharing a computer).
14. Using audible devices without headphones or with headphones set at a volume that disturbs others.
15. Using cell phones, tablets, or other mobile devices in a manner that disturbs others. Cell phone ringers must be turned off.
16. Using photographic, sound recording, or video recording devices (including smart phones and tablets) without prior authorization from the Library.
17. Light, pre-packaged snacks that are not damaging to the collections or distracting to others are permitted. Beverages in bottles that can be re-closed or other spill resistant containers are permitted.

- a. Food and drink are permitted for functions in the Keys Community Room and Conference Room under the guidelines of the Library's Meeting Room Policy.
 - b. Food or beverages of any kind are NOT permitted in the following areas:
 - i. Trustees Room
 - ii. Local History Room
 - iii. Archives
18. Smoking, chewing, spitting, rolling cigarettes, and other tobacco use in the Library or on Library grounds.
19. Entering the Library barefooted, without a shirt, or otherwise being attired so as to be disruptive to the Library environment.
20. Lying down or sleeping in the Library.
21. Using restrooms for bathing or doing laundry.
22. Bringing in articles with a foul odor, or articles which may impede use of the Library by other users.
23. Leaving packages, backpacks, or any other personal items unattended. These unattended items are subject to immediate confiscation.
24. Littering
25. Gambling.
26. **Using** wheeled devices in the Library or on Library grounds, except in designated areas, including skateboards, roller skates, bicycles, and scooters. Bicycles should be left outside the building using the appropriate racks. ADA assistive devices, wheelchairs, walkers and strollers are exempt from this rule.
27. Moving Library furniture from where it is placed by Library staff. There is no reservation of library furniture or study areas.
28. Bringing pets or animals, other than service animals, into the Library, except as authorized by the Library Director. All allowed animals must remain under the control of their owners at all times.
29. Using public spaces in the Library as a primary place of business, or identifying the Library as a business address. The Library does not imply endorsement of the beliefs, policies or activities of any group or individual.
30. Soliciting or conducting surveys not authorized by the Library.

Enforcement of the above rules will be conducted in a fair and reasonable manner. Library staff members are authorized to stop prohibited activities and behaviors.

Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library as stated above, or in arrest or prosecution.

Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Expulsion from Library facilities may be appealed in writing to the Library Director, except when a criminal case is pending for violation of an exclusion order.

Adopted by the Library Board of Trustees, 12/9/13, revised 5/18/15, and 3/13/17.