

Library Code of Conduct Policy
Abbott Library, Sunapee NH

The Library's Code of Conduct Policy has been established in order to create an environment that is welcoming, comfortable, safe and secure for all, and to maintain an atmosphere that promotes the use and enjoyment of the Library's resources, services, and programs. Abbott Library supports the right of all individuals to free and equal access to information and the use of the library without discrimination, intimidation, threat of harm or invasion of privacy. Unacceptable behavior includes behavior within the Library or on Library property that interferes with the use of the Library by other patrons, creates a risk of injury to other patrons or Library personnel, interferes with the work of personnel, or creates a risk of damage to Library or patron property.

The specific provisions of the Rules of Conduct are set forth below.

1. Show mutual respect for everyone in the Library.
2. Allow others to use the Library in peace. Loud, boisterous behavior is not acceptable. Profanity, abusive or threatening language is not acceptable. Threatening gestures or unwanted physical contact is not acceptable.
3. Treat Library materials and other Library property with care.
4. Neither the Library nor its staff is responsible for patrons' personal belongings left unattended.
5. Appropriate attire, including shirts and shoes, must be worn at all times.
6. Seating is limited to one person per chair.
7. No running, pushing, shoving, or throwing objects.
8. No congregating in or around doorways, inside or out.
9. No congregating around computer workstations.
10. Stealing, defacing or otherwise damaging Library or patron property is not allowed.
11. Smoking (including the use of all forms of electronic cigarettes, including without limitation, vapes, e-cigs, vape pens, and electronic nicotine delivery systems (ENDS)) and the use of illicit drugs and alcohol are prohibited.
12. Parents/guardians/caregivers are responsible for their children.
13. Patrons must refrain from displaying obscene or objectionable materials.
14. When making or taking telephone calls in the library, patrons should exercise good judgment and take care not to disturb other library users.
15. Intimidation, threats or verbal harassment toward staff or patrons, including without limitation, yelling, foul language, sexual advances or sexual harassment, following or stalking in the library building or library grounds is prohibited.
16. Library users are required to comply with a reasonable direction of a library staff member.
17. Library users should not use roller skates, skateboards or other similar devices in or on library premises.
18. Library users must not be under the influence of any controlled substance or intoxicating liquor, beverage or substance.
19. Some other examples of prohibited behavior include:
 - a. Interfering with the free passage of library staff or patrons in or on library premises, (without limitations) by placing objects such as bicycles, skateboards, backpacks or other items that impede free passage.
 - b. Selling, soliciting and panhandling in the library building or on the library property.
 - c. Habitual, daily sleeping, noisy sleeping and lying on the floor and tables.

- d. Entering non-public areas in the library without escort or permission.
 - e. Loitering at entrances to the library.
 - f. Entering the library with bare feet or bare chest.
 - g. Bringing in excessive baggage such as sleeping bags, bedrolls, luggage, shopping carts and large camping backpacks. Small backpacks, book bags, briefcases, laptops and purses are permitted.
 - h. Refusing to leave the building during an emergency or drill evacuation.
 - i. Refusing to relinquish computer equipment or other library resources after scheduled period of use has expired.
 - j. Using false ID to obtain a library card or use of another person's card without permission.
 - k. Any action deemed by library staff to be disruptive to safely using the library's resources.
 - l. Acting or attempting to act in violation of state, federal or local law, ordinance, regulation or Library policy.
20. Food and beverages must be consumed and disposed of responsibly.
21. Materials may not be removed from the library without proper authorization.
22. Prior consent of any Library patron is required to film and/or photograph them while accessing Library materials or using Library computers. If the photographer/videographer intends to use Library patron images on social media or in any other public forum, notice of that intent must be provided when consent is requested. See Photography and Filming Policy.
23. Prior consent of the parent or guardian of any minor Library patron is required to film and/or photograph said minor Library patron. If the photographer/videographer intends to use images of said minor Library patron on social media or in any other public forum, notice of that intent must be provided to the parent or guardian when consent is requested. See Photography and Filming Policy.

Please help us to enforce the rules. If you see something that is inappropriate, let staff know so that appropriate responsive action may be taken.

Library users who do not follow these rules of conduct will be asked to modify their behavior or may be asked to leave. Repeated disregard for the rules of conduct may result in the suspension of Library privileges.

Approved by the Abbott Library Trustees – September 16, 2008

Amended and approved by the Abbott Library Trustees – November 15, 2016

Revised and approved by the Abbott Library Trustees – April 23, 2024

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