



LIBRARY USE AND CODE OF CONDUCT POLICY

Purpose

In an effort to provide the best possible service environment, New Canaan Library expects that while in the Library and on its grounds members and other users to behave in a way that respects and protects the interests and safety of all users and staff.

Expected Behavior

The Library expects users of its premises to be engaged in activities associated with the functions of the Library and when so engaged, to conduct themselves in a manner that does not infringe on any other user's enjoyment of the Library nor interfere with library personnel in the performance of their duties.

Unacceptable Behavior

To ensure that the rights and privileges of all Library users are protected, the following actions are examples of conduct not allowed on Library property:

- Fighting, threatening violence or other aggressive behavior.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff. Visitors should bring all concerns directly to the attention of Library staff and not confront other members of the public.
- Stealing, damaging, defacing, altering, or any other inappropriate use of Library property.
- Engaging in any activity which the staff determines to be a danger or disruptive to other library visitors, the Library environment and/or Library property.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours.
- Audible conversations in designated quiet areas.
- All beverages must be in a covered container and kept safely away from Library equipment. Care must be taken to avoid soiling library furniture, carpet, and equipment. Food is only allowed in designated area(s) of the Library.
- Animals are prohibited other than service animals as described in the Americans with Disabilities Act (ADA) except as authorized by the Library Director, Assistant Director or designee. Well-behaved, leashed pets may be brought briefly into the Concourse only for no more than 10 minutes.
- Use of tobacco or nicotine products including e-cigarettes anywhere on Library property.
- Unlawful possession, distribution, sale, transfer, or use of alcohol or illegal drugs.
- Possession of weapons of any kind, except by law enforcement officers.

- Bicycles, scooters, and other personal transportation devices (unless required for medical reasons) cannot be brought inside the library building. Bike racks are available outside the building entrance on Maple Street.
- Committing or attempting to commit an activity in violation of federal, state, or local law (e.g., vandalism, theft or endangering the safety of others).
- Soliciting on library premises.
- Any violation of library policies.
- Any other behavior that negatively impacts other users, staff, or the library facilities.

Behavior Relating to Children and Teens

The Children's Room (including the Children's Garden) is dedicated to providing resources, programs, and services for children (infants through 12 years of age). Parents, guardians, or other caregivers of children (each, a "Responsible Person") must accompany their children to the Children's Room and are encouraged to participate actively in reading, enrichment programs, and the selection and use of materials. To ensure a safe environment, users of the Children's Room are expected to adhere to the following additional rules:

- Children may not be left unaccompanied in the Children's Room or elsewhere in the Library, including the Children's Garden. If a child appears to be lost or unaccompanied by a Responsible Person in the Library building, the Executive Director and Manager of the Children's Room will be notified, and reasonable attempts made to locate the child's Responsible Person. If such notification is unsuccessful, the police will be contacted. Posted in the Children's Room is a copy of CGS §53-21a which provides that a Responsible Person who knowingly leaves a child unsupervised in a place such as the Library may constitute a criminal offense.
- When a child attends a Library event, the child and their Responsible Person must adhere to all additional program-specific parameters set by Library staff.
- The Library is not responsible for children outside the Library building who may be awaiting transportation or using the grounds for socializing, recreation, or some other purpose.
- Adults (age 18 and above) who have no child-related reason to be in the Children's Room will be asked to leave the Room.

The Teen Room is dedicated to providing resources, programs, and services for teens (12-year-olds through 18 years of age). To ensure a safe environment, users of the Teen Room are expected to adhere to the following additional rules:

- Adults (age 18 and above) who have no teen-related reason to be in the Teen Room will be asked to vacate the Room.
- The Library is not responsible for teens outside the Library building who may be awaiting transportation or using the grounds for socializing, recreation, or some other purpose.
- When a teen attends a Library event, the teen must adhere to all additional program-specific parameters set by Library staff.

Enforcement

This Policy, together with other policies of the Library, is not intended to provide a complete list of violations or inappropriate behavior. The Library reserves the right in its discretion to take action in connection with any behavior which can reasonably be deemed illegal, offensive, disruptive, or disturbing.

Anyone who fails to comply with this Library Use and Code of Conduct Policy may be asked to leave the Library. Repeated non-compliance or serious offenses may result in suspension or revocation of Library privileges. Such a suspension, if for more than three days, or a revocation of privileges may be appealed in writing to the Library Executive Director. In the case of illegal behavior and where otherwise deemed appropriate, the Police Department will be contacted.

Related Policies

All of the Library's policies regarding conduct are posted on its website and are available from the Library staff on request.

Date Effective: February 2023
Next Review Date: February 2026