



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# BEHAVIOR POLICY

## I. PURPOSE

- The Board of Trustees are empowered by Charter of the State of Maine Kennebec County Probate Court to adopt regulations for the Library, and to do any other thing necessary for conducting library service.
- It is the policy of the Bailey Library that any person who poses a material threat to the efficient and effective supervision and control of the Library or who willfully and materially interferes with library operations, including the use and enjoyment of the Library by other patrons, may be excluded from the use of the Library.
- An individual who violates this policy may be excluded from the Library upon the order of the library Director or the Board of Trustees.
- The Library reserves the right to place stops on borrowers' cards (withhold borrowing privileges) for any abuse of library materials and/or services, including but not limited to lost or damaged materials and/or excessive tardiness in returning library items.

## II. POLICY

Children under the age of eight may not be left unattended in any area of the Library. They must be closely supervised by a caregiver over the age of twelve who is able to attend to the child's safety and behavior. The staff of the Library does not accept custodial responsibility for unattended children, nor does staff assume liability for unattended children. Eating and drinking is not permitted at the children's public computer terminals. Parents are responsible and liable for their children's actions regarding any vandalism to library property.

Wireless users or patrons needing space to study that are over 14 years of age and are unaccompanied by a child or children must use the adult wing, or teen area as applicable.

Shouting, running, and verbal or physical harassment of anyone in the Library or on library premises will result in the expulsion and/or short or long-term exclusion of the offending person from the Library. When a user's behavior interferes with the use and enjoyment of the Library by other users, or interferes with a staff member's completion of his/her duties, as determined by library staff, library staff will take the following steps:

1. Give a verbal warning to the disruptive patron, indicating that their behavior is bothering others and is unacceptable. Ask the patron to stop their behavior.
2. If the patron refuses to stop the disruptive behavior, library staff will tell the patron to leave the library premises for a period of time determined by the Director.
3. If the user's disruptive behavior continues and the user refuses to leave the library premises, library staff will call the police.



Library staff will document all instances of disruptive behavior. Any time a staff member feels that a user's behavior is threatening to the immediate safety of other patrons or staff members, the staff member will call the police immediately.

Repeated instances of disruptive behavior by a library user will result in a suspension of library privileges, including reentry to the building and grounds, for a length of time determined by the Director.

Any behavior that disrupts the use of the Library by others is prohibited. This includes, without limitation, behavior that constitutes a nuisance, or presents a safety and/or security hazard or affects the ability of the library staff to provide service to its patrons. The following actions are *some* examples of conduct not allowed on library property:

- Using threatening, profane, or offensive language or gestures
- Trespassing in non-public areas (e.g. Event Room when no event is taking place or staff rooms)
- Blocking aisles, exits or entrances
- Leaving personal items unattended
- Bringing large items into the Library (e.g. personal computer monitors)
- Leaving a child, age eight or under, unsupervised or unattended, anywhere in or on library premises
- Moving furniture or equipment without staff authorization
- Bringing animals into library facilities, with the exception of service animals and animals brought in for special programs
- Being in library facilities with bare feet or without a shirt
- Using skateboards, skates, or bicycles on library premises
- Bringing bicycles, scooters or carts into library facilities without permission (note: there is a bicycle rack on the front lawn for bicycle storage)
- Violating the Library's policy on Internet and Computer Use
- Adults using children's computers or equipment without authorization
- Smoking of any kind (including vaping and electronic) within 20 feet of the library building
- Littering

