

LIBRARY BEHAVIOR

Policy Statement

The Bucks County Free Library values its users and strives to treat them with courtesy and respect. The Library has established rules of conduct so that library users are able to access materials and services in secure, pleasant, safe and comfortable environments.

Regulations

Food and drink are permitted in designated areas. Drinks must be covered. Library users are asked to dispose of their trash in the receptacles provided.

Cell phone use is permitted in designated areas. Cell phones and pagers must be set to silently alert users to calls received while in the library. Library phones may be used by members of the public only in emergencies.

Use of audio players, including designated library computers and equipment, is permitted only with headphones.

Conversation is permitted at a volume at or below the general noise level of the library in that area at that time. Conversation is not permitted in designated quiet areas or other areas currently in use by a majority of library users for quiet activities.

Service animals are permitted; other animals are prohibited. This does not pertain to library-sponsored activities.

Smoking and use of tobacco products are prohibited in all library buildings and areas outside the buildings where second-hand smoke can enter. Alcohol and drugs are prohibited.

Theft, vandalism and mutilation of library property are criminal offenses and will be handled as such. The library reserves the right to inspect all bags, purses, briefcases, backpacks, or other containers when there is reasonable suspicion of theft.

Harassment of library users and employees is prohibited, including sexual harassment.

Disruptive or unsafe behavior including any conduct that interferes with the use of the library by others or staff is prohibited.

Computer users are expected to adhere to the library's computer and Internet use policies. Use of sound or viewing images in a way that disturbs others is prohibited. Disturbing images include, but are not restricted to, sexually explicit material.

Use of loud, abusive, threatening or insulting language is prohibited.

Campaigning, petitioning, interviewing, survey-taking, soliciting, sales, distributing leaflets, and any speech



or conduct that results in disruption of regular library activities are prohibited. This does not pertain to library-sponsored activities.

Use of the parking lot or sidewalks for bicycling, skateboarding or other playground or sports activities is prohibited. The library assumes no liability for individuals using the parking lot or grounds during closed hours.

The library assumes no responsibility for the loss or theft of personal belongings.

Library users must wear shoes and conform to generally acceptable standards of hygiene and cleanliness. Body odor or scents that persist and linger in the air or cause physical gag or allergic reactions are generally not acceptable.

Large items that could impede access to common areas are not permitted.

Any behavior by a library user that monopolizes staff time and attention to the detriment of service to other library users is not permitted.

Weapons are not permitted: "Any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, or other implement for the infliction of serious bodily injury which serves no common lawful purpose."

(PA Title 18 CS 908)

All children under age 7 must be accompanied at all times by a parent or caregiver. Children ages 7 – 9 may use the library while a parent or caregiver is on library premises. Children ages 10 and above may use the library unattended. The library assumes no responsibility for children left unattended on library premises.

The violation of federal or state laws or local ordinances is not permitted and will be handled by calls to law enforcement agencies.

The "Behavior Policy and Regulations" will be posted in each facility. Copies of the policy are available for distribution as needed at each service desk.

Library staff is authorized to enforce the Behavior Policy. While library staff will generally give a warning before asking someone to leave the building, an individual may be asked to leave immediately, depending on the severity of the situation.

Library users will be given the opportunity to appeal the enforcement of the Behavior Policy or actions taken by library employees by being told they may submit a written request to the Bucks County Free Library Board of Directors, 150 South Pine Street, Doylestown, PA 18901.



Procedures

Library staff will contact 911 without hesitation in any circumstance that poses an immediate danger to health or safety or that may involve a willful violation of federal or state laws or local ordinances.

Library staff will use discretion in calling law enforcement, respecting the use of 911 for emergencies and using non-emergency numbers when appropriate.

Library staff will otherwise approach library users with respect and discretion, delivering a warning as quietly, privately and politely as possible, contingent upon the circumstances.

All occurrences of inappropriate behavior will be documented in writing using a Problem Log or Incident Report Form. Repeated violations with repercussions beyond expulsion from the library premises for the rest of the day will be handled by a team leader, supervisor, or duty officer.

Parents or legal guardians will be notified if possible of the expulsion from the library of anyone under age 18 or when law enforcement is contacted because of library behavior.

Adopted by the Board of Directors January 18, 1994

Revised 11/16/04; 1/20/09