

## Policy: Library Behavior

Adopted: 6 December 1993; Reviewed/Re-approved: 16 April 2018



The following rules have been established by the West Chester Public Library Board of Trustees to benefit all library users.

Persons shall be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, or using library resources, shall be required to leave the building. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

Patrons shall not interfere with the use of the library by other customers, or interfere with Library employees' performance of their duties. Such interference can include noisy, rowdy, boisterous, aggressive or disruptive behavior, including but not limited to cursing, rude sexual gestures, or comments made based on staff member's/customer's race, color, sex, religion, national origin, disability, sexual orientation, gender identity, veteran status, marital status, age, or other legally protected category. Patrons shall not obstruct library entrances or obstruct other patrons or staff from entering or leaving the building (see Outdoor Premises Use and Public Demonstrations Policy).

Shoes and shirts must be worn in the library building.

Smoking any substance or use of tobacco products including electronic cigarettes (vaping) are not allowed in the library.

Library facilities and outdoor premises (terrace and courtyard) will be drug free. Possession, use or sale of unlawful, controlled substances is prohibited and will be reported to the police.

Covered or bottled non-alcoholic drinks may be consumed in the public areas of the library. Eating is prohibited in the public areas of the library except during Library approved social activities. Alcoholic beverages are prohibited in the library and outdoor premises (terrace and courtyard) except during Board-approved events.

Any materials removed from the Library must be checked out with a valid library card. This does not pertain to free handouts. Theft, destruction or defacement of library materials or property is a violation of state law, and punishable by a fine and/or other penalty (18 PA CSA § 3929.1 "Library Theft").

Pets and other animals, except for guides, guides in training, or aides to the disabled, are not allowed in the library building. Guide animals in training which are not under control must be removed from the Library. The owner of a guide animal in training may be required to show documentation if needed.

Parents/caretakers are responsible for their children when the children are in the library. (see Unattended Child policy)

Audio, communications and electronic equipment shall be limited to use in such a manner that will not disturb others.

Distributing political campaign literature, petitioning, and soliciting are not allowed inside the library building.

The library's Internet Acceptable Use Policy shall govern patron use of the Internet and World Wide Web. Copies are available at the Circulation Desk.

Library is not responsible for patrons' personal belongings; staff cannot accept items to hold for patrons at the desk.

Any person who violates these rules and regulations, as well as other library policies, may be asked by a staff member to leave the library. Library employees may ask for assistance from the Borough of West Chester Police Department.

Any patron who violates the Library rules and regulations may be denied the privilege of access to the Library by the Director. Any person whose privileges have been denied may have the decision reviewed by the Board of Trustees.