



## UPPER MORELAND FREE PUBLIC LIBRARY

*knowledge & adventure beyond words*

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### PATRON CONDUCT RULES

The mission of the Upper Moreland Free Public Library (the Library) is to provide access to diverse information, life-long learning, and cultural enrichment for the community, with constant improvement and fiscal responsibility.

The Library is supported by the taxes of the people of Upper Moreland who expect our facility to be clean, comfortable, and a safe place for use in the building or online. To this end, the Library Board of Trustees is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The Library embraces people of all ages, religions, genders, races, disabilities, physical appearances, nationalities, ethnicities, and sexual orientations.

- Verbally or physically threatening or harassing other patrons, volunteers or staff including stalking, staring, lurking, offensive touching, and obscene or inappropriate acts will not be tolerated.
- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy such as being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs is strictly prohibited.

To help us provide a welcoming environment, please behave in the following manner when you are in the Library:

- **Keep noise to a minimum.** Speak quietly to those around you. Portable radio devices (with headphones) or other entertainment or communication devices are permitted as long as they do not disturb others. Do not create any noise unnecessarily. **Cell phone use is permitted only in our Community Room.**
- **Bring a snack.** Light snacks and beverages (with lids) are permitted throughout the Library with the exception of computer workstations. *Note: Parents of minors with food allergies must be aware that food allergens may be present in the Library and are required to monitor their children at all times.*
- **Walk.** Running, fighting, pushing and shoving are prohibited.
- **Dress properly.** This means a shirt, pants, (or shorts, skirt, dress) and shoes. No swimsuits or cleats, please.
- **Leave your pets at home.** Animals needed to assist the disabled are permitted.
- **Be considerate.** Avoid monopolizing seats, tables, equipment, materials, or the attention of library staff members
- **Keep the Library clean and tobacco free.** Littering and/or bringing in garbage or soiled articles with a foul odor are prohibited. Dispose of all trash in the designated receptacles. Smoking, chewing, vaping, and other tobacco use in the Library is also prohibited.
- **Respect Library property.** Stealing, mutilating, altering, damaging, defacing or inappropriate use of Library property including computer hardware and software, printers, copiers, phones, and other equipment is prohibited by law. Staff may inspect oversize bags and other articles that could be used to conceal library property or call the police to inspect a patron's belongings when theft is suspected.

- **Personal property is your responsibility.** Do not leave laptops, purses, or other valuables unattended. Personal belongings which, alone or in their aggregate, impede the use of the Library by other users are prohibited.
- **Respect posted non-public areas of the Library.** Patrons should refrain from interfering with library employees' performance of duties.
- **Patrons are responsible for Library charges.** Failure to pay fees or other charges (including printing costs) due in accordance with the Library's standard schedules will result in suspension of borrowing privileges.
- **Lock bicycles and other wheeled devices on the designated rack** outside the Library (exceptions include wheelchairs, walkers, and strollers). Using wheeled devices including skateboards, rollerblades, bicycles, scooters, and shopping carts in the Library is prohibited.
- Solicitation, distribution of literature, and smoking are prohibited on Township property.

#### **ONLINE CODE OF CONDUCT**

The Library expects conversations occurring in its online spaces to adhere to a shared culture of mutual respect. Behavior that violates the Online Code of Conduct includes, but is not limited to: Overt advertising or promotion for commercial ventures; Chats or comments engaging in disorderly, harassing, suggestive, discriminatory, violent, or aggressive behaviors to other commenters or Library staff. This also extends to discussions of self-harm; Posting or threatening to post personal information about others ("doxing"); Failing to cease negative behavior when asked to stop. While the Library encourages an open forum, posts, and comments are moderated by library staff. The Library reserves the right, within its sole discretion, to hide, remove, and/or report submissions or comments that are unlawful or violate this code of conduct.

#### **SUPERVISING CHILDREN**

- **Children 10 years old and younger may not be left at the Library unsupervised.**
- **Children 6 years old or younger *must remain with a parent/guardian/babysitter at all times while in the Library.***
- **A responsible person that remains in the Library must accompany children between 7-10 years old.**

#### **ABIDE BY THESE RULES AND POLICIES**

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or Upper Moreland police will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day or longer. Suspected illegal activities will be reported to the Upper Moreland Police Department which could result in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Revised 6/12/23 mrp