



ACCEPTABLE BEHAVIOR POLICY

The Hamilton East Public Library Board establishes policy for Library patron behavior so that our Library facilities are safe, welcoming and provide equitable access for all library patrons.

DISRUPTIVE AND PROHIBITED BEHAVIORS

Hamilton East Public Library reserves the right to suspend for the day or expel for a specified period of time any person whose behavior can reasonably be considered disruptive, is inappropriate for a Library environment, interferes with the use of the Library by others or interferes with a Library employee's performance of their duties. The following are not permitted on Library property:

- Any illegal activity
- Use of alcohol and tobacco products, including e-cigarettes and vaping devices
- Any form of sexual misconduct, including exposure, offensive touching, or sexual harassment of patrons or staff
- Bare feet
- Begging or soliciting
- Behavior that is abusive, bullying, intimidating or disrespectful, such as obscene, racist or abusive language
- Blocking doors, aisles, or entrances. Walkways must remain obstacle-free.
- Gambling
- Threatening patrons or staff verbally or physically
- Any other behavior that interferes with the use of the Library by others

Theft, damage or destruction of Library property is a crime and will be prosecuted. The Library may suspend or expel patrons from the Library premises who refuse to comply with these behavior guidelines as authorized in the Suspension/Expulsion Policy.



SUPERVISION OF CHILDREN IN THE LIBRARY

Children are welcome at the Hamilton East Public Library. We are glad your children are here and the Library staff strives to provide a safe and comfortable environment for people of all ages. However, staff cannot assume the responsibility of a child's care. The behavior and welfare of children are the responsibility of the parents, guardians or caregivers accompanying the child/children to the Library.

Children in Grades 5 and below may not be left unattended in the Library. Children in Grades 5 and below shall at all times be attended and supervised by a responsible adult (parent, guardian, other caregiver, 18 years or older.) These children must be accompanied by an adult on Library premises.

Children in Grades 6 and above may use the Library unaccompanied, but may be asked to leave if repeatedly exhibiting inappropriate behavior. If a child in this age group is not able to leave the Library without an adult, he or she should not be in the Library unsupervised.

If a child is being disruptive, is left unattended when the Library is ready to close, or is deemed to be at risk of coming to harm, every effort will be made to locate the responsible parent, guardian or caregiver. If necessary, appropriate law enforcement will be notified for assistance.

ANIMALS IN THE LIBRARY

Animals are not allowed inside the Library buildings with the following exceptions:

- Service animals
- Service animals in training
- Animals for programs, as approved by Library administration

Hamilton East Public Library may ask individuals to remove any animal that is out of control or posing a direct threat to the health and safety of others.

FOOD AND BEVERAGES

Hamilton East Public Library is committed to providing a welcoming, clean and comfortable environment for the public. Library patrons and staff may bring food and beverages into all Library buildings, and consume them in all locations within the



building. The use of a spill proof container such as a cup with a lid, closeable bottle or sports bottle is required in public areas of the buildings. Patrons are asked to report any spills to the Library staff immediately so that steps can be taken to prevent stains from developing.

Groups using Library meeting rooms may bring in light refreshments to be consumed within the meeting room. Deliveries of food are permitted only when specifically authorized.

The use or serving of alcoholic beverages shall be allowed only by Library or Library-auxiliary groups having proper permits and using proceeds to benefit the Library.

Approved by Hamilton East Public Library Board of Trustees November 2019