

## **MERRIMACK PUBLIC LIBRARY PATRON CODE OF CONDUCT POLICY**

### **Library Rules and Regulations**

The Merrimack Public Library Staff is committed to providing our patrons and visitors with the best possible customer service and a safe, inviting atmosphere. Violations of the Rules and Regulations Policy may result in the expulsion of individuals from Library premises and possible criminal prosecution.

Patrons and visitors MAY NOT engage in any of the following:

- Destruction of library property;  
Vandalism \*RSA 202-A:24
- Harassment \*RSA 644:4
- False Fire Alarms \*RSA 644:3
- Loitering/Prowling \*RSA 644:6
- Disorderly Conduct \*RSA 644:2
- Criminal Threatening \*RSA 631:4
- Criminal Trespassing \*RSA 635:2
- Detaining Library Books \*RSA 202-A:25
- Internet access may be used for legal purposes only. Patrons must obey all applicable federal, state and local laws including, but not limited to, copyright, licensing and content restrictions. Please refer to the Policy and Guidelines for Public Internet Access \*RSA 571B, 649A, 649B, 650
- Gambling \*RSA 647:2
- Indecent Exposure/Lewdness \*RSA 645:1
- Theft \*RSA 637:3
- Criminal Solicitation \*RSA 629:2
- Reckless Conduct \*RSA 631:3
- Assault: Physical \*RSA 631:2-A
- Assault: Sexual \*RSA 632-A:3

### **General Policies Governing the Use of the Facility:**

- No animals are allowed in the Merrimack Public Library with the exception of service animals and service animal trainees. “Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals are working animals, not pets. The work or tasks performed by a service animal must be directly related to the individual’s disability. A service animal must be leashed, harnessed or otherwise under the control of the handler. If a service animal behaves in a manner incompatible with the essential purposes of the library, the library will immediately require the animal be brought into conformity or leave the library. Incompatible behavior includes: urinating, defecating, excessive barking, aggressive behavior, and damaging property belonging to the library or others.
- Bicycles may not be left in the entryway or sidewalk; please store them in the bike rack in the parking lot
- With the exception of the staff areas and meeting rooms, no food or uncovered beverages are to be consumed on Library building except by permission of the Library Director or as designated by staff
- No alcoholic beverages may be consumed on Library premises, except for a preapproved library event for which the Director or designated staff person has acquired a special event liquor license
- No person may bring or possess a weapon, except as expressly permitted by state law
- Bathing, shaving or washing clothes on Library premises is not permitted

- Rolling or chewing of tobacco products on Library premises is not permitted
- Smoking is permitted only in designated areas outside
- Library patrons may be asked to leave the Library for exhibiting disruptive behavior. Disruptive behavior may include running, throwing, eating, loud or abusive talking (including loud talking on cell phones), spitting, fighting, vandalism, graffiti/tagging, climbing, littering, intoxication (including drugs), inappropriate public displays of affection, interfering with the reasonable activities of other patrons, or any other behavior deemed inappropriate by Library staff.
- Library patrons may be asked to leave the Library for leering, following, voyeurism, peeping, lounging, sleeping or any other actions that may make patrons/staff uncomfortable
- Library patrons may have their Internet privileges revoked for maliciously assessing, altering, deleting, damaging or destroying any library computer system, networking computer program or data
- Library patrons may be asked to leave the Library property for exhibiting disruptive behavior on the exterior grounds, including but not limited to injuring plants, trees or other landscaping; climbing fences, shed, picnic table
- All patrons must wear a shirt and shoes in the library

**The following areas are restricted unless designated otherwise by staff:**

- |  |                           |
|--|---------------------------|
| • Klumpp Room (when not in use)          | • Staff offices           |
| • Original entry/DW Highway Exit door    | • Staff break room        |
| • North hallway at emergency exit stairs | • Staff entrance          |
| • South hallway stairs                   | • Mechanical Room         |
| • Behind staff desks                     | • Periodical Storage Room |

**Respect for Staff, Users and Library Property Policy**

It is the goal of the Trustees of the Merrimack Public Library to allow all patrons of the library to use its facilities for the purpose for which the library was established, to the maximum extent possible during regularly scheduled hours.

Any person or group of persons failing to comply with regulations governing the use of the library facilities may be disallowed further use of the same.

All persons deserve to be treated with courtesy and respect. Please treat all staff, patrons and property, municipal or personal, with the same courtesy with which you would wish to be treated. Staff members may ask abusive or uncivil patrons to leave and come back or hang up and call back when they are better able to conduct themselves courteously.

Library materials shall be used and handled with care. Writing, marking, earmarking, disfiguring or any sort of alteration, mutilation, destruction, or unauthorized access of library material is prohibited.

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to others shall be required to leave the library.

Personal belongings and valuables of patrons shall not be left unattended by their owners. The library shall not be responsible for patron's belongings or valuables.

Personal electronics are permitted in the library provided that their use poses no hazard or nuisance to others. Any images or sounds produced by such personal electronics shall be seen and heard only by the patron(s) using this equipment.

Revised and approved by the Merrimack Public Library Board of Trustees on December 18, 2013 Approved 8.16.16