



Hopkinton Public Library BEHAVIOR POLICY

The Hopkinton Public Library is a Town department, supported by tax dollars, state aid, the Friends of Hopkinton Library, the Hopkinton Public Library Foundation, and trust funds. It is a judgment-free space for everyone, shared by the community and used by many different people for many different reasons. Everyone using this facility will receive impartial, helpful, and friendly customer service.

The library maintains a safe and healthy atmosphere in which patrons and staff can be free from harassment, intimidation, and threats to their safety and well-being. Patrons and staff are expected to behave in a manner that both upholds these standards and does not interfere with others use of the facility, its collections or its programs. To that end:

1. Patrons and staff are expected to treat everyone with respect.
2. Covered beverages are allowed throughout the building. Small snacks that do not have a strong odor will be allowed in the café across from the Circulation Desk only.
3. Requests to have food during meetings or programs held in either the Ellsworth or Strong rooms is by written permission of the Director only. All trash must be placed in the proper disposal receptacle.
4. As with all Town buildings, the Library is a tobacco, vape and e-cigarette free facility.
5. Behavior that disrupts other patrons or the library's ability to function is not permitted. Staff will determine when behavior becomes disruptive.
6. Children under the age of nine must be accompanied by a responsible person aged twelve or over, at all times while in the building.
7. Canvassing, selling, soliciting or distributing materials is prohibited except where written permission to do so has been granted by the Library Director prior to the event. Friends of the Hopkinton Library are permitted to raise funds for use by the Library. Authors booked by the Library for a program may sell their books.
8. Blocking of entrances, exits or aisles is not allowed.

9. Service animals are allowed in the building. Library-sponsored programs booked by library personnel where animals are a part of the presentation are also allowed.
10. Shoes and shirts are required.
11. Cell phone ringers should be turned off in all locations and cell phone or audio conversations should be held in designated areas and be at a volume that does not disturb staff or other patrons.
12. Patrons are responsible for their personal property. Please do not leave items unattended.
13. All library materials must be checked out, either at the Circulation desk or at one of our several self-checkout stations before being removed from the building (Mass. Gen. Laws ch. 266, § 99A).
14. Destruction or defacement of library property or materials is punishable by law (Mass. Gen. Laws ch. 266, § 100).
15. Bicycles, roller blades, skateboards, scooters, or similar equipment may not be used on library property.
16. Activities that violate local, state or federal laws, and or possession of weapons on library property are prohibited unless authorized by law.
17. Please bring any disturbing behavior to the attention of library staff.

This serves as notice. The library need not issue further warnings regarding these behaviors before issuing a No Trespass notice. Library staff have the authority to implement library policies and to determine appropriate standards of conduct. Patrons whose behavior is objectionable will be asked to leave. Failure to leave immediately, as requested, is regarded as trespassing.

Approved by the Board of Library Trustees on June 13, 2022