

**MEDIA-UPPER PROVIDENCE FREE LIBRARY**  
**Patron Conduct Policy**

The mission of the Media-Upper Providence Free Library is to provide informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community. No individual or group has the right to interfere with or disrupt another person's use of these resources or to be abusive to library staff or patrons.

Conduct is considered unacceptable when it could result in injury to oneself or others, when it interferes with another person's use of the library, when it is harassing or intimidating, when it violates the law, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's conduct rules will be asked to leave and actions may result in suspension of library privileges. The police will be notified immediately if a person is asked to leave and refuses to do so.

**Prohibited conduct includes but is not limited to:**

- use of alcohol or illegal drugs on library property
- smoking or use of tobacco products
- running, fighting, throwing objects
- loud or abusive language
- harassing or intimidating conduct toward staff or library users
- unlicensed possession of guns or other weapons on library property (except on the person of law enforcement officials)
- bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.
- sleeping or bathing in the library
- having offensive bodily hygiene or odor that constitutes a nuisance to others
- engaging in excessive or disruptive conversations
- use of personal electronic equipment at a disruptive volume
- solicitation, except sanctioned library activities. (Solicitation includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.)

**Other Patron Guidelines:**

- Patrons are asked to limit consumption of food and/or beverages in the library.
- Patrons who are visibly intoxicated or under the influence will be asked to leave the library.
- Parents/guardians are responsible for their children's conduct while children are on library property. (See the library's Unattended Child Policy below).
- Vandalism to library property will result in suspension of library borrowing privileges, and may result in criminal prosecution.
- Appropriate apparel, including shoes and shirts, must be worn while in the library.
- If the conduct of a patron causes a staff member or another patron to feel unsafe or uncomfortable, that patron may be asked to leave at the discretion of the library.
- Any incident or physical injury should be reported immediately to the Library Director or other staff member on duty. An incident report shall be filled-out by the patron if they are able. If the patron is unable due to physical injury, the Library Director or staff member on duty shall fill out the report.
- Adults should not loiter in the children's area unless they are there with a child or children, or need to check out materials from that collection.

## **Media-Upper Providence Free Library Unattended Child Policy**

The goal of the Media-Upper Providence Free Library is to provide a safe and comfortable environment for children and people of all ages to learn and to grow in their appreciation of books, films, and other library resources. However, the Library is a public building and as such is open to all persons regardless of their legal status. Thus, the library staff is presented with a formidable challenge – to provide a safe and positive experience for children in an era of staff reductions and frequent threats to our children’s security and well-being. An unattended child risks certain possibilities in terms of illness, interaction with strangers or emergency situations.

While children are always welcome at the library, parents must be aware that library staff have many duties to perform and simply cannot continually monitor the whereabouts of individual patrons – child or adult. Therefore, the Media-Upper Providence Free Library cannot assume parental responsibility for the care and well being of young children or the supervision of children displaying disruptive conduct.

As a result, the library has established the following guidelines:

- All library patrons are expected to follow the rules of conduct as listed above, regardless of age.
- While children over the age of 10 may use the library unattended, children under the age of 10 years old must be accompanied by an adult while in the library building or on library grounds
- Parents are responsible for their children’s conduct in the library, whether they are with the child or not.
- Children displaying or participating in disruptive or prohibited conducts (as defined by the library's Conduct Policy) may be asked to leave the library property, individually or as a whole.
- If a child under the age of 10 is unattended by an adult when the library closes, an attempt will be made by library staff to contact a parent or guardian. If a parent or guardian cannot be contacted or has not arrived at the library within 15 minutes of the library’s closing, the local police will be notified.

Approved 11-22-2010