

## LIBRARY RULES

The Public Library of Brookline welcomes everyone to use the collections, services, and facilities of its main and branch libraries. The Library offers opportunities for reading, study, cultural activities and community information. Please respect the rights of other users of the Library and cooperate with Library staff in maintaining a safe, comfortable and quiet environment.

Proper use of the library involves showing respect for safety, for the rights of other patrons, for staff, and for the property of the library. The Library is a place for quiet study. Any person who, in the opinion of the Library staff, is engaging in conduct inconsistent with the orderly operation of the Library will be asked to leave. Patrons must present a library card or other proof of identification if requested to do so by Library staff.

The following chart shows the simple principles that we ask all patrons to agree to, and gives examples of what each means in practice. A collection of all policies approved by the Trustees is available at any service desk. The Library staff is required to interpret the principles as situations occur.

***The Library recognizes that it is impossible to specifically address in the rules every type of activity, behavior or situation that is disruptive, distracting, potentially harmful to persons or property, or inconsistent with the mission or purpose of the public library. Therefore, any type of activity, behavior or situation on Public Library property that is determined by the Town Librarian, or her/his designee, to be disruptive, distracting, potentially harmful to persons or property or inconsistent with the Library's mission or purpose, is prohibited whether or not the particular activity, behavior or situation is specifically addressed by the Library Rules. The Town Librarian, or her/his designee, is authorized to act reasonably and in the best interests of the Library to prevent or stop any activity, behavior or situation that he or she determines to be disruptive, distracting, potentially harmful to persons or property or inconsistent with the Library's mission or purpose.***

Principle: **The safety of all users and staff of the library must be assured.**

Examples:

- Shoes and shirts must be worn in the Library.
- ***Skates, skateboards, scooters, bicycles and Segway devices must be left outside the building.***
- Pets are not allowed in the Library. Guide dogs are welcome.

Principle: **Library property is a resource for all.**

- Observe the NO SMOKING, EATING, AND DRINKING rule.
- Damaging or defacing Library property or materials is against the law, and those who do so are subject to prosecution.
- Patrons may be required to leave personal belongings with library staff if there is a concern the items(s) might be used inappropriately.
- It is an act of larceny to remove any materials from the Library without having checked them out.
- Posted policies governing the use of library resources must be observed.

Principle: **An individual's behavior should not prevent other patrons from making appropriate use of the library.**

- Parents are responsible for the supervision and behavior of their young children.
- Loitering on Library premises, grounds or parking areas is not permitted.
- No solicitation of any kind may take place on Library property.
- Patrons may be required to leave the Library if their personal hygiene prevents the orderly operation of the Library or the ability of other patrons to use and/or enjoy the facility.
- Sleeping is not permitted on Library premises.
- Respect others' right to privacy. Harassment or intimidation by threatening language or behavior will not be allowed.
- Cell phone use is limited to designated areas at each library.
- Adults unaccompanied by a child are asked not to use the Children's Rooms or Children's Areas in the Brookline Libraries as reading spaces. Unless you are selecting a book or other library material from one of these areas, they are for the use of children and their caretakers only.

Approved: June 26, 2002