

Thomas Crane Public Library

Appropriate Library Use Policy

Policy Statement

The Thomas Crane Public Library strives to be a clean, comfortable, and safe place for all visitors to enjoy. To this end, the Library has established the following rules of conduct to protect the comfort and safety of visitors and staff, and to preserve and protect Library property.

Rules of Conduct

The following general behavior policies must be observed by all visitors. The library staff has the authority to interpret and apply these rules.

- Visitors must not interfere with other visitors' use of the Library or with Library staff members' performance of their duties.
- Visitors must comply promptly with Library staff requests.
- Visitors must not damage, deface or steal Library property. (MGL Ch. 266, Sec. 100)
- Visitors must not create a disturbance by making noise, talking loudly, or engaging in other disruptive conduct. (MGL Ch. 272, Sec. 41)

In support of these basic rules, the following, while not an exhaustive list, is not permitted in the Library:

Category A (Library Specific Violations)

1. Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
2. Using profane, obscene or abusive language; or racial, ethnic or sexual epithets toward Library visitors or staff.
3. Gambling and group activities which are disruptive to the Library environment.
4. Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. All cell phones, pagers and other personal technology devices must be silenced inside the library.
5. Neglecting to provide proper supervision of children (see also Thomas Crane Public Library Safe Child Policy).
6. Using photographic, sound or video recording equipment that interferes with the operations, programs, and activities of the Library, infringes on the privacy rights of Library visitors, or violates any other Library policies. (See also the Thomas Crane Public Library Photography & Recording Policy.)
7. Consuming food or unlidded beverages in public areas of the Library is not allowed, with the exceptions listed below. Lidded containers include covered coffee, water, soda, and juice cups, baby bottles, glass and plastic beverage bottles, and beverage cans. Food and beverages may be consumed in specific locations where use is authorized, such as the Main Library atrium and café areas, the Main Library community meeting room, in specific areas

of branch libraries as designated by the branch librarian, and as otherwise expressly authorized.

8. Smoking, chewing, spitting, rolling cigarettes, and other tobacco or marijuana use, including but not limited to tobacco substitutes and electronic cigarettes, inside Library facilities or on Library grounds.
9. Littering.
10. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other visitors. All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the number and size of items brought into the library.
11. Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to inspection, confiscation and disposal by security and other authorized personnel.
12. Using or parking wheeled devices inside the Library or using such devices on Library grounds, except in designated areas, including skateboards, roller skates, bicycles, motorized or non-motorized scooters, and commercial shopping carts. These restrictions do not apply to ADA assistive devices, wheelchairs, walkers, and baby strollers.
13. Lying down or appearing to be sleeping in the library; having feet on furniture; monopolizing/obstructing space, seating, tables, or equipment to the exclusion of others, or blocking aisles, exits or entrances.
14. Entering the Library without a shirt or shoes, or removing one's footwear or shirt while in the library, or being otherwise attired so as to be disruptive to the Library environment.
15. Having offensive body odor or personal hygiene so as to unreasonably interfere with other library visitors' ability to use the library and its facilities.
16. Using restrooms for bathing, shampooing, shaving or doing laundry; engaging in personal grooming such as nail clipping in public areas.
17. Moving Library furniture; more than one person in a chair; adults should sit on chairs and benches, not on floors or other furniture.
18. Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director. All allowed animals must be tethered and under the control of their owner at all times.
19. Distributing literature, gathering signatures, soliciting business or contributions, or conducting surveys not authorized by the Library either inside the library or on Library grounds except for ballot question petitions and public office nomination signature solicitations. Unobtrusive solicitation of ballot question or nomination signatures is permitted provided that it does not interfere with visitors, staff or normal Library operations.
20. Placing any tables, signs or other structures not authorized by the Library on Library property, including Library grounds.
21. Playing ball or any other game or sport, or camping on Library grounds.
22. Sitting, standing or lying upon, or climbing on or over any balustrade, railing, fence, bush or tree; standing or lying on any seat; or going upon or otherwise disturbing any flower bed or cultivated area on Library grounds.
23. Parking in the Library's public parking lots during the hours the Library is open while not inside the Library or participating in programs on Library grounds; Parking in the Library's public parking lots for more than two hours per day; Parking outside of marked spaces, in

fire lanes, or in restricted staff parking areas. Illegally parked vehicles may be ticketed or towed at the owner's expense.

24. Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment (see also Thomas Crane Public Library Computer & Internet Use Policy).
25. Engaging in any activity in violation of a Library policy.

Category B (Serious Library Specific Violations)

26. Being under the influence of alcohol or illegal drugs.
27. Possessing alcohol in open containers, whether or not such container is the manufacturer's original.
28. Verbally or physically harassing other Library visitors or staff (i.e. engaging in deliberate or repeated behavior that is aggressive and/or hostile), including stalking, prolonged staring, initiating unwanted conversation, or lurking.
29. Entering the library or Library grounds while under a trespass order.

Category C (Violations Toward Person(s) or Property)

30. Stealing, damaging, or altering Library property valued under \$250 in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment (see also Thomas Crane Public Library Computer & Internet Use Policy).
31. Stealing or damaging the personal property of another Library user (valued under \$250).
32. Damaging or defacing Library materials (MGL Ch. 266, Sec. 100). Parents or legal guardians can be liable for damage done by a child under 18 (MGL Ch. 231, Sec. 85).
33. Using false identification to obtain a Library card, or using another person's Library card without permission (MGL Ch. 266, Sec. 99).
34. Intimidating behavior intended to frighten or disturb other Library visitors or staff.
35. Engaging in any other behavior that would constitute a misdemeanor under applicable law.

Category D (Serious Violations Toward Person(s) or Property)

36. Carrying firearms or dangerous weapons of any type (except by law enforcement officers).
37. Assault, fighting, pushing, shoving, challenging to fight, threats or threatening.
38. Verbally or physically threatening harm or injury to other Library visitors or staff.
39. Offensive touching, obscene acts such as sex acts, and indecent exposure.
40. Selling, using, or possessing illegal drugs.
41. Interfering with another person's right to use the Library or with the Library staff's performance of their duties, including but not limited to screaming, fighting, pushing, shoving, or throwing things.
42. Stealing, damaging, or altering Library property valued at \$250 or above in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment (see also Thomas Crane Public Library Computer & Internet Use Policy).
43. Stealing or damaging the personal property of another Library user (valued at \$250 or above).
44. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library staff member before or after Library operating hours, or remaining on Library property once trespassed.

45. Refusing to leave Library property after being issued a trespass notice.
46. Engaging in any other behavior that would constitute a felony under applicable law.

Enforcement

Enforcement of the above rules will be conducted in a fair and reasonable manner. Library staff and/or Quincy Police Officers are authorized to stop prohibited activities and behaviors. Failure to comply with these Rules of Conduct may result in:

- Withdrawal of a person's permission to remain on Library property; and/or
- Issuance of a Trespass Order from Library property for a period of 30 days to five years, depending on the nature and seriousness of the violation and whether it is a first or repeat offense.

A violation of law may also result in arrest and prosecution.

Violations of law and/or these Rules of Conduct may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Authorized Library staff may issue a Trespass Order based on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.

Administrative Review

Expulsion from Library facilities may be appealed in writing to the Library Director, except when a criminal case is pending for violation of a trespass order. Trespassed persons shall include in the appeal any written documentation they seek to have considered in the review process. A trespass order remains in effect pending administrative reviews.

If a trespassed person requests a timely administrative review, the Library Director shall review the trespass order and provide a decision in writing if a valid mail or email address has been provided.

Adopted by Vote of the Library Board of Trustees, February 12, 2007; Amended February 11, 2008; Amended October 18, 2010; Amended May 12, 2014; Amended September 21, 2015; Amended March 14, 2022

Related Policies:

Computer & Internet Use
Photography & Recording
Safe Child