

# Weston Public Library

## Code of Conduct

It is the policy of the Weston Library Board of Trustees to provide a safe and appropriate environment to facilitate the use of the Library's resources and services. To this end, the Board of Trustees has developed a Code of Conduct defining unacceptable behavior, and suggesting conduct that is appropriate in the Library:

- Loud, disruptive conversations, including shouting is not permitted.
- Throwing, running or climbing in the Library is not permitted.
- Use of offensive and/or abusive language is not permitted.
- Radios and other sound producing devices may not be used in the Library unless they are used with headphones and the sounds are not audible to others.
- Cell phones are permitted; however, conversations must be quiet enough so that other patrons are not disturbed. Those carrying out loud or disruptive cell phone conversations will be asked to move to a designated area to complete the call.
- The Library provides a forum for differing viewpoints in its collection development, its exhibit spaces, and its meeting rooms; however, the Library Board of Trustees and the staff are committed to preserving the right to privacy of its customers. The public is entitled to use the library without being asked to declare their opinions or allegiances to any causes. To maintain impartiality, the confidentiality of library customers, and an environment of non-harassment, solicitation inside the library building is not permitted without prior consent of the Library Director or Library Board of Trustees.
- The Library prohibits the taking of any type of third party recording (audio, video, photography) without the prior written consent of the patrons included in the recording. Written consent of a parent or guardian is required if the patron is a minor. The Library is a limited public forum and abides by the following American Library Association statement: "The right to privacy – the right to read, consider, and develop ideas and beliefs free from observation or unwanted surveillance by the government or others – is the bedrock foundation for intellectual freedom. It is essential to the exercise of free speech, free thought, and free association."  
(<https://www.ala.org/advocacy/privacy>).
- Personal items should not be left unattended in the Library at any time. The Library has no facilities for secure storage of personal property and assumes no responsibility for personal property lost or stolen on Library premises. Any valuables left in the Library (e.g. cell phones, laptops, jewelry etc.) will be reported and transported to the Communications Center located in the lower level of Town Hall. Any other items will be held in the Library's lost and found for a minimum of one week.
- In accordance with Town Ordinance 12-3, all dogs in the Library must be on a leash (non-retractable) or harness and under control at all times. Dogs may only visit for brief periods, such as checking out or returning materials. Dogs may not attend programs or presentations. Any patron experiencing a problem or inconvenience due to another patron's dog should report it to Library staff immediately. Service dogs are exempt from this policy.
- Drinks and snacks are permitted in most areas of the Library provided that all trash is properly disposed of and other patrons are not disturbed. Drinks and snacks are not permitted near any computer or electronic equipment. Patrons should take great care when eating or drinking in the library. Any damage caused by food or drink will be subject to full payment by the patron.
- In accordance with Connecticut Public Act 04-139, viewing and/or displaying information or images that are obscene, pornographic or harmful to minors via the Library's public access computers or through any other methods is not permitted. Please see the Library's computer use policy for additional information.

- Anyone involved in the theft, defacement or mutilation of Library materials or property will be subject to arrest, prosecution and full restitution.
- Threatening or harassment of others either verbally or physically is not permitted. This includes any actions that other patrons or staff members perceive to be threatening or harassing.
- In accordance with Connecticut Public Act 97-298, Children twelve (12) years of age and younger must be accompanied by, and at all times be under the supervision of, a parent or other responsible caregiver. Library staff cannot be expected to assume responsibility for the care of unsupervised children. Parents or legal guardians are responsible for the behavior of their children.
- Patrons may not engage in any illegal activity while on Library property.
- Smoking and vaping are not permitted in the Library, on the Library's patio, or on the sidewalk near the sliding doors.
- All patrons must leave the premises at closing, unless they are participating in a prescheduled program or meeting.

This Code of Conduct is not intended to be a comprehensive list of violations. Violations may result in increasing levels of action, ranging from asking the patron to leave the Library for the remainder of the day, to permanent loss of Library privileges, and/or legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his/her designee.

The Library Board of Trustees reserves the right to amend this policy at any time.

Adopted June 6, 1995

Amended April 2, 2002

Amended December 5, 2017

Amended December 3, 2019

Amended February 1, 2022

Amended September 13, 2022

Amended March 8, 2023