

## Worcester County Library Behavior and Conduct Guidelines

Welcome to the Worcester County Library. We want your experience with your library, whether in person, by telephone, or online to be pleasant and successful. Following these guidelines will help create a positive and productive library environment:

We invite you to

- Ask library staff members if you have questions or need assistance. We are here to help.
- Use our materials and equipment respectfully and responsibly.
- Speak in conversational tones and use cell phones in designated areas, with ringers silenced.
- Wear appropriate clothing, including shirts and shoes, while in the library.
- Supervise children in your care; do not leave unattended any child who is under 8 years old.
- Restrict your use of food and beverages to areas outside the library unless a branch has a location where food and beverages are permitted.
- Keep your personal belongings with you at all times.
- Use your personal computers and other digital devices in a manner that will not disturb others or interfere with their enjoyment of the library. The library is not responsible for any theft, damage, or loss of data associated with use of your equipment in or near a library facility.
- Be aware of the closing time of the library (listed on signs and at the library's web site).
- Comply with the policies and guidelines of the library and reasonable requests by library staff.

The following are prohibited in all branches of the Worcester County Library:

- Any activity prohibited by law.
- Use of loud, abusive, profane, or insulting language.
- Actions that may result in damage to library property.
- Soliciting or selling merchandise or services.
- Use of any tobacco product.
- Sleeping and offensive personal hygiene.
- Bringing animals into the library except those trained and used as service animals.
- Violation of the library's Internet use guidelines.
- Skating, including in-line skating and skateboarding on library property and grounds.
- Being in and around library property with no apparent lawful business to pursue at the library.
- Posting or distributing materials without library approval.

Worcester County Library employees have the right to require adherence to these guidelines. If you fail to comply with an employee's request to cease or modify a prohibited behavior, we may require you to leave the library; we may call the local law enforcement agency, or take other legal action.

If you have any questions or concerns about these guidelines, or any library policy or issue, please talk with a branch manager or library administrator. We appreciate your cooperation and we encourage you to use your library often.

Approved by the Worcester County Library Board of Directors, April 14, 2009