

# **Dedham Public Library**

## **Code of Conduct**

### **Policies & Procedures**

The Dedham Public Library is proudly open to all; it is a judgment-free space for everyone, shared by the community and used by many different people for many different reasons. The Library expects each of our facilities to be clean, comfortable, and safe places for community use. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The Dedham Public Library Board of Trustees has the authority under state law to establish reasonable rules regarding the Library and to exclude any person who willfully and persistently violates those rules. Enforcement of these rules will be conducted in a fair and reasonable manner.

The Dedham Public Library Board of Trustees has adopted the following code of conduct in an effort to provide a safe, comfortable, and enjoyable library facility and property.

- Engaging in any activity in violation of Federal, State, or municipal law, or Library policy is prohibited.
- Any conduct that disrupts the delivery of library services or hinders others from using library materials is prohibited. (Massachusetts General Laws, Ch. 272, Sec. 41)
- Any conduct that is potentially abusive or harmful to other patrons, library personnel, materials or facilities is prohibited.
- Librarians are not responsible for children left at the library. The police may be notified if there are unattended children left at the library at closing time.
- Theft, defacement, or damage of library materials or property is against state law. (Massachusetts General Laws, Ch. 266, Sec. 99 and 100)
- Parents can be held liable for damage done by a child under the age of 18. (Massachusetts General Laws, Ch. 231, Sec. 85G)
- Being under the influence of illegal drugs and selling, using, or possessing illegal drugs or selling alcohol, cigarettes, or marijuana is not allowed.
- Consumption of tobacco products, marijuana, or e-cigarettes (vaping) is not allowed in Library buildings or within 25 feet of any entrance or open window.

#### **Enforcement**

After communication with the Library Director, authorized Library staff may intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one day to indefinitely, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library

computers and other equipment. Any expulsion may be appealed in writing to the Dedham Public Library Board of Trustees.

Individuals with disabilities may request reasonable accommodation by calling or emailing the Library Director.

**Revised August 27, 2019 (formerly entitled “Patron Code of Conduct”).**