

## **M.G. Parker Memorial Library**

### **Appropriate Use Policy**

The M.G. Parker Memorial Library is committed to promoting an enjoyable and safe environment where patrons and staff can fully benefit from and utilize the Library's resources and services. This policy is designed to promote the appropriate use of the Library. Use of the Library requires respect for others who are also enjoying the Library facilities and services. To that end:

- Disruptive behavior will not be tolerated. Any behavior which would hinder the Library from carrying out its mission is considered to be disruptive.
- Soliciting of any kind is not allowed. The fundraising efforts of *The Friends of Dracut Library* are exempt.
- Animals, other than service animals, are not allowed in the Library except with the express permission of the Library Director.
- Destruction of property, including but not limited to books, any part of the library facility, other patron's property, etc. is not allowed, *per Massachusetts General Law, Chapter 266, Section 99A*.
- Patrons and staff are expected to dress appropriately for a public place.
- Patrons are expected to behave appropriately for a public place. Activities such as sleeping, dining, personal grooming, and physical expressions of intimacy are more appropriately performed at home.
- Patrons are expected to take responsibility for their personal possessions. Keep valuable items with you at all times.
- The Library is a violence free zone. All employees and visitors are officially notified that no forms of violence will be tolerated. The safety of our patrons, visitors, and employees are important to us.
- Patrons are expected to comply with all Library policies.
- Report any disturbing behaviors to a library staff member.

Patron(s) misbehaving are generally given two verbal warnings and then asked to leave the premises. Particularly egregious behavior may warrant immediate expulsion. Patron(s) asked to leave the facility for disciplinary reasons are at a minimum barred for the remainder of the day.

At no time will physical force be used by library staff to remove a patron from the premises. Another staff member on duty should accompany the staff designee or Director when a patron is informed that he/she is requested to leave the building. If the patron resists and immediate removal is deemed necessary, the police will be contacted.

This serves as notice. The library need not issue further warnings regarding these behaviors before issuing a No Trespass notice. The Library Director or his/her designee is authorized by the Parker memorial Library Board of Trustees to exclude any problem user from the privileges of the Library.

The notice of suspension of library privileges will be sent by certified mail, return receipt requested, to the last known address of the patron – or in the case of a minor, his/her parent(s) or guardian(s). A copy of this correspondence will be sent to the Town Manager and the Dracut Police Department.

An appeal of the suspension may be made – in writing, within ten (10) days of the receipt of the notice of suspension to:

Parker Memorial Library  
28 Arlington Street  
Dracut, MA 01826  
cc: The Board of Library Trustees

The patron, or in the case of the minor child, the parent(s) or guardian(s) will be notified by the Board of the date and time of the hearing for appeal.

Approved by the Board of Library Trustees on May 11, 2011  
Amended on July 8, 2015