

Thomas Crane Public Library Appropriate Patron Behavior Policy

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.

The Thomas Crane Public Library is a tax-supported City of Quincy agency which is available to all, regardless of age, residence, race, gender, sexual orientation, education, socioeconomic status or religion. The Thomas Crane Public Library's Board of Library Trustees has established the following set of guidelines in order to: protect all library users' right of access to library facilities; ensure the safety of users and staff; and protect library resources and facilities from damage.

Violation of the following code of behavior, governing the use of the Thomas Crane Public Library by the public, may result in termination of library privileges and/or exclusion from the Library.

Respect for the rights of other Library users and Library staff shall be maintained at all times.

Category A (Library Specific Violations)

1. Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
2. Using profane or obscene language.
3. Neglecting to provide proper supervision of children (see also Thomas Crane Public Library Safe Child Policy).
4. Chewing, spitting, or rolling cigarettes inside Library facilities or on Library grounds.
5. Bringing in garbage and/or articles with a foul odor. 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.
6. 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 Library personnel.
7. Using or parking wheeled devices inside the Library. These restrictions do not apply to ADA assistive devices, wheelchairs, walkers, and baby strollers.
8. Lying down or appearing to be sleeping in the library; having feet on furniture; monopolizing/obstructing space to the exclusion of others, or blocking aisles, exits or entrances.
9. 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. Appropriate attire must be worn in the Library at all times (e.g. shirt, pants, and shoes.)
10. Having offensive body odor or personal hygiene so as to unreasonably interfere with other library staff or visitors' ability to use the library.
11. Using restrooms for bathing, shampooing, shaving or doing laundry; engaging in personal grooming such as nail clipping in public areas.
12. Moving Library furniture; more than one person in a chair.
13. Bringing animals other than service animals necessary for disabilities.

14. Distributing literature, soliciting business or contributions, or conducting surveys not authorized by the Library except for ballot question petitions and public office nomination signature solicitations.
15. Placing any tables, signs or other structures not authorized by the Library on Library property.
16. 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;

Category B (Serious Library Specific Violations)

17. Being under the influence of alcohol or illegal drugs.
18. Smoking cigarettes, and other tobacco or marijuana use, including but not limited to tobacco substitutes and electronic cigarettes, inside Library facilities or on Library grounds.
19. Possessing alcohol.
20. Entering the library or Library grounds while under a trespass order.
21. Using abusive language; or racial, ethnic or sexual epithets.

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

22. Stealing, damaging, or altering Library property valued under \$250
23. Stealing or damaging the personal property of another Library user (valued under \$250).
24. Damaging or defacing Library materials
25. Using false identification to obtain a Library card, or using another person's Library card without permission.
26. 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, lurking.
27. Sexual harassment of staff or patrons (behavior characterized by the making of unwelcome and inappropriate sexual remarks or other advances)
28. Engaging in any other behavior that would constitute a misdemeanor under applicable law.

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

29. Carrying firearms or dangerous weapons of any type.
30. Assault, fighting, pushing, shoving, challenging to fight, threats or threatening.
31. Verbally or physically threatening harm or injury to other Library visitors or staff.
32. Offensive touching, obscene acts such as sex acts, and indecent exposure.
33. Selling, using, or possessing illegal drugs.
34. 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.
35. Stealing, damaging, or altering Library property valued at \$250 or above.
36. Stealing or damaging the personal property of another Library user (valued at \$250 or above).
37. Trespassing in nonpublic areas.
38. Refusing to leave Library property after being issued a trespass notice.

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 may result in:

- Being asked to leave for the day, 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, equipment or study/conference rooms.

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.

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; Amended March 24, 2023.

Related Policies:

Computer & Internet Use
Photography & Recording
Safe Child
Food and Drink Policy