



## **Behavior Policy**

### **Purpose:**

The Haverford Township Free Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users.

### **Definitions:**

Individuals must use appropriate behaviors on the premises of the HTFL. An understanding of inappropriate behavior and conduct includes any individual or group activity that is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises. When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

### **Inappropriate Behaviors shall include the following conduct:**

1. Committing or attempting to commit any activity that would constitute a crime.
2. Possessing, selling, distributing, displaying, or using any dangerous weapon on the library premises.
3. The library has zero tolerance for physically or verbally intimidating behaviors.
4. Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.
5. Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so.
6. Entering or remaining in the library during the period in which an individual has been banned from the premises.
7. Refusing to follow directions of the library staff.
8. Engaging in any behavior that a person would find to be disruptive, harassing, or threatening in nature to library users or staff.
9. Leaving children under the age of 11 unattended on library premises.
10. Disruptive or dangerous behavior, illness or agitation from an unattended or under-attended child or a child not met by a parent/caregiver at closing. In the event that the parent/guardian cannot be located, staff will contact the Haverford Township Police Department.
11. Engaging in any sexual contact, activities, or conduct.
12. Selling, soliciting, surveying, or distributing written materials for any political, charitable, or religious purposes inside the library perimeter without prior authorization of the Library Director or designee.
13. Smoking or other use of tobacco products either within the building or on library property.
14. Eating meals except during programs.

15. Drinking from containers without lids. All consumables to be kept away from library computer workstations.
16. Sleeping in or on library premises.
17. Engaging in excessive or disruptive conversations, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
18. Running, fighting, shoving, or any other roughhousing.
19. Absence of shirt and shoes.
20. Use of the public bathrooms for bathing, shaving, washing clothes.
21. Taking of library materials into restrooms.
22. Entering or remaining on library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
23. Moving furniture without the express consent of the library staff, or use of furniture in any manner that may damage the furniture, to include sitting on tables, standing on furniture or placing feet on furniture.
24. Seating may not be saved or held for future use by customers.
25. Damaging of library materials, furniture, equipment, or facilities.
26. Blocking of aisles with personal items such as an excessive number of bags or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned.
27. Bringing any animal into the library except service/therapy animals.
28. Entering non-public areas of the library without permission.
29. Violating the library's rules for acceptable use of the internet and library public Computers.

### **I. Addendum Concerning the Behavior and Supervision of Adults With Special Custodial Needs in the Library**

Caregivers are responsible for their charges while in the library. Library employees cannot function as caregivers. The Library is not equipped—and it is not the Library's role—to provide long-or short-term adult supervision. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of adults with special needs. If an individual is left in the library without a caregiver, library staff will attempt to contact a family member. In the event that a family member cannot be located, staff will contact the Haverford Township Police Department.

### **II. Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library**

The Haverford Township Free Library welcomes children. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers, babysitters or act in a parental role. For the safety and comfort of children, a responsible individual must accompany children under age eleven when they are using the Library. A responsible individual age 13 or older must accompany children under age 11 when they are using the Library. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times. When a child under 11 is unattended or under-attended, library staff will attempt to contact the parent/guardian of the child. If the parent/guardian cannot be located, staff will contact the police.

### **III. Addendum concerning Inappropriate Use of Children's Spaces/Youth Services**

Adults are permitted in children's areas of the library or in the Youth Services Department at the Library when accompanied by a child or if the adult is actively reading, studying and using library materials from the children's area collections. Computers in the Children's department are reserved for children or those accompanying a child. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be banned from the Library.

### **IV. Addendum concerning Staff Response to Behavior Policy Infractions**

Violation of these rules can result in expulsion from the library and forfeiture of library privileges. Violations of these rules will first result in library staff attempting to educate or warn individuals about the policies. If an individual continues to violate these policies, staff may order them to leave. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises. Library staff is authorized to contact the Haverford Township Police Department to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the library for such time as the management deems necessary. Staff will follow established procedures, i.e., filing an incident report and notifying the management and police if necessary.

**Approved by HTFL Board of Trustees: 2018.6.18**  
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