



Public Library

APPROPRIATE LIBRARY BEHAVIOR

By entering the Westwood Free Public Library you are making a commitment to act courteously toward all other people present in the Library and on Library grounds, to act responsibly with regard to public property, and to follow all rules of this facility. The use of the library is for reading, studying and learning.

Enjoy the library and allow others the same opportunity.

Please observe the following. Library privileges may be limited for non-compliance.

- Keep all valuables and personal property with you at all times; the Library is not responsible for lost or stolen items
- Follow library computer policies
- Talking on cell phones permitted outdoors only
- Engage in activities associated with the use of a public library. Customers not reading, studying, using library materials or attending events may be asked to leave the building
- Filming or recording in the library is permissible so long as it does not include images of library patrons or the materials they are pursuing or borrowing.

In order to provide a safe and comfortable environment, the following are NOT permitted:

- **Any behavior that interferes with the peaceful enjoyment of the Library**
- Any behavior that creates health or environmental hazards, including an unacceptable standard of hygiene
- Engaging in sexual conduct or lewd behavior on Library premises
- Carrying a weapon into the Library
- Misusing the restrooms (i.e. using as laundry or washing facility)
- Consuming outside food or uncovered beverages (unless approved for use in a library program)
- Using profanity or other threatening, harassing or intimidating language or behavior
- Sleeping on Westwood Public Library premises
- Loitering, soliciting or panhandling on library property
- Public intoxication
- Harassing or threatening library staff or patrons
- Using tobacco products or controlled substances on Library premises
- Sequestering, stealing, defacing, mutilating or otherwise damaging library property
- Using any communication or entertainment devices at a volume that disturbs others, with or without headphones
- Bringing bicycles inside the Library
- Using oversized bags or suitcases in the library, or the restrooms, where they may be a hazard
- Bringing in animals or pets except those needed to assist a person with a disability or are part of an approved program.

Food and Drink Policy

For the purposes of a clean library and in consideration of allergy issues, the Library does not permit food in the Library unless it is part of a Library program. If food is to be provided where children under 10 are registered and/or may be present, the Library must notify attendees that food will be present in all advertising for the program. It is the individual's or the guardian of the individual's responsibility to avoid allergy-causing food that may be present.

Drink is permissible in the Library only in containers with caps or lids. No drinks are allowed in the vicinity of public use computers or laptops.

Response to Violations

Individuals violating any of these rules may be asked to leave the Library premises by the staff member in charge. If the individuals are children or adults clearly unable or unwilling to leave the Library safely on his own accord, the Library staff will attempt to reach the parent, guardian or caregiver. Police assistance will be utilized if necessary. Individuals not adhering to the rules in this policy may have their Library privileges revoked or suspended by the Library Director and be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the Library Board of Trustees. The appeal will be reviewed and a decision will be made by the Library Board of Trustees and its decision will be final.

Approved by the Library Board of Trustees on 12/19/2022