

# **Guidelines For User Behavior**

## **Peabody Institute Library of Danvers**

The Board of Trustees of the Peabody Institute is responsible for setting policy for the library staff and the library patrons. The Board must ensure that librarians and patrons have an opportunity to conduct business without being disturbed or impeded by other people using the library.

Keeping this in mind, the Board has voted the following:

Smoking in any part of the library building either by staff, patrons, or town employees, is prohibited.

Eating or drinking in the public areas of the library is prohibited.

Patrons are responsible for their personal belongings. The Library staff is not responsible for belongings left unattended.

Patrons may not talk loudly, make unnecessary noise, threaten or physically harm patrons or staff.

The library does not permit bicycles, skateboards, roller skates, cleated shoes, radios or cassette players (without headphones), weapons (unless authorized by law) in the building.

Library patrons are required to wear shoes and be fully clothed.

Leaflets, pamphlets or other materials may be left at the main desk of the library for posting by the library staff. The library reserves the right to select the items to be displayed. In no case, may an organization distribute leaflets within the building or on the property.

The library telephones are not available to the public except in an emergency. There is a public pay phone on the main floor of the library.

Because the library does not have a paging system, the staff is unable to page individual patrons who receive personal calls at the library.

Cell phones must be turned off, muted, or placed on vibrate and usage in the building is limited to the Sylvan Street stairwell, the Library Telephone Booth, the foyer of the main entrance, and the Peabody Avenue hallway outside of the Children's Room.

The library reserves the right to inspect all bags, briefcases, and containers that activate the library security system.

Children under the age of six (6) are not to be left unattended by parents or a person who is temporarily caring for the children.

Because of public and fire safety precautions, patrons may not block stairways, access to stairways, library exits or aisles within the library.

Theft, vandalism, or mutilation of library property is a violation of Chapter 266, Section 99A and 100 of the Mass General Laws and punishable by fine or imprisonment.

(Revised 12/15/04) Adopted by the Board of Trustees