PEASE PUBLIC LIBRARY

BEHAVIOR POLICY

To ensure that all users of the Pease Public Library may safely and freely use the Library, there are expectations that patrons will behave in a manner that does not interfere with the mission of the Library, the rights of others, cause damage to the Library building or property or injury to others. Library patrons unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Police will be called when conduct is illegal, when a threat is posed to the Library or individuals, or when individuals refuse to follow Library policies or refuse to leave the Library when requested to do so. No list is exhaustive; any conduct which disrupts the Library is prohibited.

These rules apply to all patrons of the Library regardless of age.

1. Use of alcohol, tobacco, vapes and e-cigarettes is not permitted anywhere in the Library building.

2. Soliciting or distribution of leaflets within the Library is prohibited.

3. Appropriate attire, including shirts and shoes, must be worn at all times.

4. Skateboards, skis, snowboards, and other sports equipment are not allowed in the building.

5. Neither the Library nor its staff is responsible for patrons' personal belongings left unattended.

6. As a courtesy, please turn cellular telephone ringers off while in the building, and place any outgoing calls from outside the building.

7. Loud, boisterous or disruptive behavior is not permitted.

8. Physical or verbal harassment of other patrons or staff is prohibited.

9. Any purposeful damage done to the material, equipment, furniture, building, or property of the Library is against the law and may be reported to the police.

10. Blocking of entrances and exits is not permitted.

11. Sleeping or loitering anywhere in the Library, in the front lobby, around the perimeter of the building and downstairs is prohibited.

12. Running up and down the stairs in the building is prohibited.

13. Elevator use is limited to adults or children accompanied by an adult.

14. Public restrooms are meant for one person at a time unless a parent is accompanying their young child or a caregiver is required.

15. Eating in the Library is allowed only in certain areas. Leave any drinks at the circulation desk if you are using the computers.

16. Covering or obscuring Library security cameras is prohibited and may result in legal action.

17. No one may interfere with another person's right to use the Library or with the Library staff's performance of their duties.

Consequences of Policy Violation:

Suspension of Library Privileges

Any violation of this policy may result in a suspension of Library privileges. If any person ("Offender") violates this policy, the Director will first determine whether a suspension of privileges is warranted, or whether a warning will suffice. The type and duration of any suspension will be based on the type of violation, the seriousness of the violation, and whether the Offender has committed the same violation in the past. The suspension of privileges shall not prohibit an Offender from entering the Library at any time when it is open to other members of the public.

Within 7 days after a suspension is imposed, the Offender will be provided with written notice of the suspension. The notice shall state which privileges are suspended, when the suspension starts and ends, and the reason for the suspension. The notice will also explain that the Offender may ask the Board of Trustees to review the Director's decision. Such requests shall be made in writing and addressed to the Library Director and the Chair of the Board of Trustees within 30 days of the date of the notice. The decision of the Board of Trustees will be final.

No Trespass Orders

If immediate action is reasonably necessary to protect public safety, prevent a substantial disruption of Library operations, or prevent damage to Library property, the Director or her designee may issue an emergency No Trespass Order. This order tells an Offender to leave, or not to enter, the Library and Library grounds. The order takes effect immediately.

An emergency No Trespass Order will be in writing and will state: the date and time it was issued; the Library property it covers; a short explanation of the facts that made the order necessary; the date and time it ends; and that the Offender may ask for a hearing. An emergency No Trespass Order ends on its own no later than 35 days after it is issued, unless the Board of Trustees votes to continue it.

If the Board of Trustees decides a No Trespass Order order should last longer than 35 days, the Board must approve it by a majority roll call vote at a properly noticed public meeting. The Offender may ask that the vote be taken in a non-public session. A continued order may last no more than one year. It will state the date it was issued, the property it covers, a clear explanation of the reason for the order, and how long it lasts. It will also explain the Offender's right to ask for a hearing, how to ask for a hearing, and the right to appeal to the superior court.

An Offender who receives a No Trespass Order may ask for a hearing before the Board of Trustees. The request must be made in writing addressed to the Library Director and the Chair of the Board of Trustees no later than 10 days after the order is issued or approved by the Board. The Board will hold the hearing at its next regularly scheduled meeting. If the hearing is not held at the Board's next regularly scheduled meeting, the order shall be cancelled automatically, unless the person who requested the hearing caused the delay. After the hearing, the Board will give the Offender a written decision stating whether the order is cancelled, changed, or continued for a set period of time.

A person may appeal the Board's final decision to the superior court within 30 days of the written decision.

No Trespass Orders end automatically when their time period is over. An order may be renewed only by following the steps above.

In addition to the foregoing, any unlawful actions committed in the Library or on the Library premises will be immediately reported to the Plymouth Police Department and the Board of Trustees.

Documentation

The staff members involved in any suspension or No Trespass Order will write a report of every incident. Written notices and No Trespass Orders will be handed to the person when possible. If that is not possible, they will be sent by certified mail, return receipt requested, to the person's last known address, or delivered by the Plymouth Police Department for service. Copies will be kept at the Library and given to the Board of Trustees. Copies of No Trespass Orders will also be given to the Plymouth Police Department. If the Offender is a minor, the Library will also notify a parent or guardian. If the Library cannot identify the Offender, a record of the incident will be kept at the Library.

Adopted by the Board of Trustees September 25, 2013; Amended June 18, 2014; Amended August 21, 2014.; Amended July 28, 2018; Amended Dec. 20, 2018. Amended Nov. 17, 2022. Amended Nov. 20, 2024; Amended Nov. 18, 2026.