



## BEHAVIOR EXPECTATIONS POLICY

The Newton Free Library is a place for everyone, shared by the community, and used by many different people for widely different reasons. Here is what we expect of all of our users:

- We expect users to respect the comfort and safety of fellow library users and library staff. If your behavior is making others unsafe, we will ask you to stop. If your behavior impedes other's use of the library, or operations of the library, we will also ask you to stop.
- We expect users to comply with requests from library staff. If you don't, we may suspend privileges and/or access.
- We expect users to comply with local, state, and federal laws. We will contact the Newton Police Department in situations of potential lawbreaking.

If you feel that something or someone is making your experience here uncomfortable or unsafe, please let a staff member know.

Applications of the Policy:

- **Noise** beyond normal conversation levels may disturb the ability of others to use the library. Acceptable noise levels will vary in different areas of the library, with the lobby, teen room, children's room and 3<sup>rd</sup> floor group study areas being more relaxed, and the second floor in general being quieter. Cell phone users should keep to conversational levels. Personal electronic devices should be used with earphones and at a reasonable volume.
- **Food and Beverage** use in inappropriate areas will be considered to impede library operations and the comfort of other users. The Gallery is designated as an appropriate area for food and beverage use. The computer lab and public computer areas are inappropriate for any food and beverage use. Covered beverages may be brought into the library and used in non-computer areas. Food with discernable odors or allergy potential should not be brought out of the gallery area. The policy may be relaxed in meeting rooms and other specific areas during events.
- **Smoking** of any kind is prohibited within the library and within 25' of the library's doors or windows.
- **Alcohol** use anywhere on the library property is prohibited in compliance with City Ordinance 20-5.
- **Sales Solicitation** is prohibited and will be considered as impeding others use of the library.

-Approved by the Board of Library Trustees on November 28, 2018.