BEHAVIOR POLICY

Newton Free Library strives to maintain a safe, comfortable and welcoming environment conducive to the use and enjoyment of library materials, resources, services, and facilities, free from interference or disruption, for all Library users and to ensure that staff can effectively conduct the business of the Library.

Please respect the rights of visitors, staff, and volunteers by:

- Observing all Library policies.
- Avoiding behavior that disrupts the work of others.
- Providing supervision of children in your care.
- Respecting the intended use of designated areas.
- Complying with all federal, state, and local laws.
- Cooperating with Library staff who use their discretion to enforce policy.

Any visitor who engages in the following actions and/or does not follow staff direction, (including over the public address system), may be required to leave the premises, have Library privileges suspended, or be subject to legal action.

Noise: Noise level expectations differ throughout the Library. Please see our **Noise Policy** for more information.

Food and Beverage: Food and beverages are allowed in some, but not all, Library spaces. Please see our **Food and Beverage Policy** for more information.

Sales and Solicitation: Sales and solicitation are not allowed in the Library, on Library property, or in areas that impede entering or exiting the building. Please see our **Sales and Solicitation Policy** for more information.

Unattended Children: Children nine years old and younger must be accompanied by a caregiver, (twelve years old or older), at all times while in the Library. Please see our **Unattended Child Policy** for more information.

Unacceptable behaviors include, but are not limited to:

- Verbally or physically threatening, intimidating, harassing, or otherwise jeopardizing the ability for visitors, volunteers, or staff, to do their work, or use the Library.
- Damaging, tampering with, or misusing equipment, materials, or furniture.
- Viewing pornography or engaging in illegal web activity.
- Removing library materials from the building without checking them out.
- Using restrooms in such a way that they are unfit for other users, including intentionally obstructing plumbing or causing cleanup beyond typical maintenance.
- Entering non-public or locked areas or remaining in the building after closing or a building evacuation.

- Obstructing entrances/exits, interior spaces, or impeding access to materials, including with belongings, power cords, or other items.
- Sleeping in a manner that obstructs Library use.
- Leaving personal belongings unattended; the Library is not responsible for personal property.
- Bringing animals, other than service animals, into undesignated areas in the Library.
- Being barefoot when walking in the building.
- Not being fully clothed, or being attired as to cause disruption of library use.
- Using telephones or other equipment at service desks without permission. If permission is given for phone use, they must be brief calls for emergency purposes.
- Smoking, vaping, or using electronic cigarettes, or any other tobacco products, inside or within 25 feet of the building.
- Bringing firearms or other weapons to the Library (except by law enforcement).
- Possessing, consuming, selling, distributing or being under the influence of alcohol, marijuana, and/or illegal drugs.
- Protesting, gathering or distributing materials in a manner that disrupts Library use for others.
- Taking photographs or video of library users without their permission.

Enforcement: Library staff can intervene to stop prohibited activities and behaviors and may call the Newton Police Department for assistance.

Failure to comply with this policy and related policies will result in a warning, and/or exclusion from the Library for a specified period, and/or legal action.

Individuals who engage in severe or repeated misconduct may receive, by certified or registered mail or hand delivery, a written no trespass order from the Director of suspension or revocation of Library privileges. This includes denying access to the Library and related events for a period to be determined by the Director based on the nature of the misconduct.

Administrative Review and Appeal of Notices of Trespass: An individual who has received a written no trespass order may request, in writing, a review of a trespass order through the Library Director's office within 30 days of the date on the notice.

For additional information please see:

- Tween and Teen Area Use Policy
- Unattended Child Policy
- Computer and Internet Use Policy
- Animals in the Library Policy
- Noise Policy
- Food and Beverage Policy
- Sales and Solicitation Policy

Approved by the Board of Library Trustees on November 28, 2018. Amended September 26, 2024. Amended December 18, 2024. Amended September 10, 2025.