



## Lewes Public Library Acceptable Behavior Policy

The Lewes Public Library maintains an atmosphere that promotes the use and enjoyment of its resources and services; promotes the safety of the public and Library staff; and protects the building, furnishing, equipment, and materials of the Library. Library staff are expected to treat patrons with courtesy, dignity, and respect. Similarly, Library patrons are expected to behave in a manner such that their actions do not interfere with the functions of the Library or with the convenience and comfort of other patrons.

### While in the Library:

- All persons shall respect the rights of others. No one shall harass, annoy, or interfere with any other person by means of physical contact, communication, or other intrusive behavior. No one shall interfere with Library personnel in the performance of their duties. Any activity that is inconsistent with normal Library purposes is not allowed.
- Shouting, loud voices, abusive or offensive language are not acceptable.
- Cell phones, pagers, and similar communication devices can be disruptive. The Library requests that all these devices be set to a non-audio mode. Patrons using these devices must converse quietly and with discretion or exit the Library for the duration of their communication.
- Use of any audio equipment must be at volume levels that are low enough that other patrons do not hear.
  - The Library is a smoke-free facility. Smoking - including the use of any tobacco products and e-cigarettes - is not permitted anywhere in the Library building or on its grounds.
- Patrons are expected to dispose of any litter and debris in the appropriate trash containers.
- Animals - except for service animals as defined in the Americans with Disabilities Act - are not permitted in the Library except in connection with Library programs.
- No one may deface, destroy, steal, move or misuse any Library materials, furnishings, equipment, or other Library property.
- Personal property should not be left unattended and the Library is not responsible for lost or stolen personal property.
- The use of alcohol or any controlled substance, as defined by law, is not permitted. Individuals under the influence of alcohol or a controlled substance will not be permitted in the Library or on Library grounds.



- Customers must be fully and appropriately clothed while in the Library. Shirts and shoes must be worn at all times.
- All children up to the age of eleven (11) must be accompanied by a parent or adult aged eighteen (18) or older when using the Library. Please see our Unattended Children Policy for more information.
- The Library has a family restroom located in the Children's Room solely for the use of children and/or adults accompanying children. All other patrons are required to use the restrooms located in the Library's lobby. If a patron requires special assistance or accommodations, please notify Library staff and/or a volunteer.
- Weapons or firearms of any kind are not permitted in the Library or on Library grounds except by law enforcement personnel.

Performing any action forbidden by law will be reported to the appropriate authorities.

Patrons failing to meet the aforementioned standards of behavior may be requested by any staff member to leave the premises. Violation of this policy, or any other policy, may result in suspension of user privileges with the concurrence of the Library Director and the Board of Commissioners.

A notice of suspension of library privileges will be sent by mail to the last known address of the customer. An appeal of the suspension may be made, in writing, to: Board of Commissioners, Lewes Public Library, 111 Adams Avenue, Lewes DE 19958, within ten (10) days of receipt of the notice of suspension. The customer, or in the case of a minor child, the parents or guardian, will be notified by the Board of the date and time of the hearing on the notice of appeal.

If criminal charges are filed against the patron in connection to violation of any of the above policies, the patron's right to appeal library suspension is waived until such time that the criminal charges have been resolved.

Adopted by the Board of Commissioners: June 28, 2018

