



Holderness Free Library

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www.holdernessfreelibrary.org

User and Library Usage Policy

The Holderness Library has established this Acceptable Behavior Policy to ensure that library is safe, welcoming and can provide equitable access to materials and services for all library users.

Appropriate behavior is expected of all users of the library's facilities, as is associated with the normal use of a public library while in the building or on the grounds. Violations of the Acceptable Behavior Policy will result in increasing levels of action, ranging from a staff issued warning, to asking the patron to leave the library for the remainder of the day, to the patron's temporary or permanent loss of all library privileges, to legal action including criminal prosecution. The level of action shall be determined on a case-by-case basis.

Inappropriate behavior would include, but not be limited to, the following conduct or behaviors:

- Use of personal electronic equipment at a volume that can be heard by others
- Use of profane and/or abusive language
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance
- Committing or attempting to commit any activity that would constitute a violation of any federal, state or local ordinance
- Smoking, Juuling, Vaping or other use of tobacco anywhere on the library property
- Leaving children under the age of 10 unattended on library premises
- Blocking emergency exits, walkways, or door, whether bodily or with furniture
- Engaging in any sexual contact, activities, or conduct
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization by the library director
- Entering and or remaining in *Staff Only* and or *Office* designated areas
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the library and the use of the library by others

- Violating any other library policies

Responsibility for Library Materials:

- Library patrons are responsible for the care and safekeeping of all materials borrowed from the library. This includes locally housed and Inter-Library Loaned (ILL) materials. In the event that library materials are lost, damaged beyond repair, or destroyed while in the custody of a library patron, the patron will be required to compensate the library for the replacement cost of the materials. This may include the cost of the item itself and any associated processing fees. At the Director's discretion, items may be replaced with an identical or similar item.
- Failure to compensate for lost or destroyed materials, or to make agreed-upon arrangements, may result in temporary or permanent loss of library borrowing privileges. This action will be taken to maintain the integrity and availability of the library's collection for all patrons and users.
- Patrons are encouraged to report lost or damaged materials as soon as possible to allow the library staff to assist in resolving the issue effectively.

The library has a policy of zero tolerance for threats or acts of violence. Any person engaging in such behaviors will be immediately ejected from the library:

- Any person who violates the behavior policy will be handled in a professional and courteous manner by staff, but the degree of the violation will determine the response.
- Staff is instructed to call 9-1-1 immediately in response to any behavior that is deemed dangerous. Staff will call the police for any behavior that is in violation of federal, state or local ordinances. Staff will call the police if a person or group of persons is asked to leave the library and they refuse to leave and/or become difficult with the staff member.
- For most other inappropriate behavior, one warning will be given. Continued violations will result in patron being asked to leave the library for the day. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the library up to permanent banning from the library.
- An individual who is banned from the library may be criminally charged with trespassing if they return to library property during the term of the ban. Any individual who is banned and whose library privileges have been revoked, may request to have the decision reviewed by the Board of Directors of the Library. The request must be made in writing and submitted to the Library Director and the Chair of the Board of Trustees within 30 days of the alleged offense.

This policy will be applied to all library users equally.

Approved by the Holderness Board of Trustees in *2008*

Revised by the Holderness Board of Trustees on August 8, 2022

Revised by the Holderness Free Library Board of Trustees on January 8, 2024