The Needham Free Public Library is a tax-supported town agency that is available to all, regardless of age, race, gender, sexual orientation, education, socioeconomic status, or religion. Full library privileges are extended to Needham residents, people who pay taxes in Needham, and people who are employed by a Needham business. The Needham Free Public Library’s governing authority, the Board of Trustees, has established the following set of guidelines in order to: protect all library users’ right of access to library facilities; ensure the safety of users and staff; and protect Library resources and facilities from damage. Violation of the following code of behavior, governing the use of the Needham Free Public Library by the public, may result in termination of library privileges and/or exclusion from the library.

The Library can serve the community most effectively when the following guidelines are observed:

- **Respect library materials**
  - Keep items borrowed from the library clean and in good condition. Protect them from bad weather, pets, food and drink, dirty hands, and other hazards.
  - All audio-visual materials should be kept in a cool, dry place and used only with properly operating equipment.
  - Return borrowed materials on time, or earlier if you are no longer using them. Late return diminishes other library patrons’ use of materials.
- **Help the library to maintain up-to-date records by promptly replacing or paying for lost or damaged items.**
- **Respect library facilities and furnishings by keeping public areas clean and furniture in good condition:**
  - No feet on chairs, tables, windowsills, etc.
  - No bare feet in the Library.
  - No food or beverages, unless non-alcoholic and in a covered container. No beverages of any kind are allowed in the public use computer areas.
  - No smoking, vaping, or electronic cigarettes in the library.
  - No pets in the library (however, service animals are allowed). An individual may be asked to remove an animal, if the animal is out of control and the animal’s handler does not take effective action to control it, or if the animal is not housebroken as per U.S. Code of Federal Regulations, S35.136 b 1 & 2.
- **Respect the rights of others and maintain quiet in these silent study areas:**
  - The N.C. Wyeth Room
  - The Bosworth Business & Law Room.
  - The study carrels along the windows on the second floor
  - Quiet talk is permitted in the rest of the Library.
- **When entering the Library, please set cell phones and other electronic devices to Do Not Disturb, Silent, or Vibrate modes. The library recognizes the potential need of patrons to use cell phones and other mobile devices; however, users should avoid the silent study areas. All cell phone use in the Library should be kept to a minimum.**
  - Please respect others by keeping conversations brief and at a low volume. No speaker phone or video conferencing is allowed in public areas of the Library.
  - Users engaging in disruptive cell phone or video conferencing calls will be asked by Library staff to move either to an available Study Room, the Rosemary Street vestibule, or outside.
- Loud Conversations, disturbances, or threatening behavior prevent legitimate Library use and will not be allowed.
- A responsible adult must remain in the immediate vicinity and be in direct visual contact with individuals who require supervision, regardless of age.
- Respect others’ right to privacy.
- No briefcases, bags, backpacks, packages, or other large items may be left unattended. Items left unattended will be removed from the premises.
- No loitering at the Rosemary Street Parking Lot entrance, the Highland Avenue entrance, or other areas on the Library grounds.
- Using library resources for sleeping is not in accordance with the library’s Mission and will not be allowed. This prohibition does not preclude patrons from occasionally nodding off.

The library’s collections, furniture, and other resources have been set up to fulfill its mission of promoting personal and professional growth opportunities, providing answers to residents’ questions, satisfying residents’ need for information, and fostering an open environment for community interaction and public discourse.

While on library property, vendors are prohibited from approaching the public or the staff for the purpose of soliciting personal and/or non-library business. People may seek signatures for nomination papers, petitions, etc. in the library building, as long as they do not violate Massachusetts General Law Chapter 272, Section 41, which prohibits disturbing people in a public Library “by making a noise or in any other manner.”

Groups or individuals may not use the library building or grounds to sell items or engage in other fund-raising activities. Only fund-raising that benefits or is connected to the library will be permitted on library property. Authors, performers, and lecturers may sell program-related items, including books, audios, and other media and may distribute their business cards. A commission of 10% of all sales must be donated to the library.

Prior approval from the library director is required by nonprofit groups that wish to set up information dissemination facilities in the Library. If the group would be distributing literature near the Community Room while there is an event in that room, permission from the event sponsor is also necessary.

In the case of a pandemic, refer to the library’s Public Health Emergency Policy (Section 33).

The Board of Library Trustees reserves the right to suspend any of these regulations, if doing so would be in the best interests of the Town of Needham.

Approved January 1993,
Amended April 1997,
November 5, 2014
November 10, 2020