

The Needham Free Public Library is a tax-supported town agency that is available to all. The purpose of this Behavior Policy is 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 may result in termination of library privileges.

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

1. Respect for the rights of other Library users and Library staff shall be maintained at all times.
 - a. Failure to comply with staff directive will result in suspension of library privileges.
 - b. Shouting, loud or extended conversation, running, pushing or other disruptive or threatening behavior is not allowed.
 - c. Posted silent study areas must be observed.
 - d. Patrons should respect others' right to privacy.
2. Respect library materials, facilities, and furnishings:
 - a. Damage to library property and theft of library materials is a criminal offense (MGL, Ch. 266, Sec. 100)
 - b. Food and drink may be permitted in designated areas.
 - c. Drinks with lids and covers are permitted around computers and laptops.
 - d. Smoking, vaping, and use of electronic cigarettes, illegal drugs, or the consumption of alcohol are not allowed in the building or on Library grounds.
3. Appropriate attire must be worn in the Library at all times (e.g. shirt, pants, and shoes)
4. Bicycles, inline skates, scooters or similar recreational equipment may not be used in the library building or parking lots. Bicycles should be left in the racks outside of the building.
5. A responsible adult must remain in the immediate vicinity, and be in direct visual contact, with individuals who require supervision, regardless of age.
6. Patrons are responsible for their personal property. Items should not be left unattended.
7. Entrances should remain easily accessible to all. Loitering is not permitted.
8. Patrons must remain awake while visiting the Library. Staff may wake patrons if they are found to be sleeping.
9. Solicitation of goods or services is not permitted in the Library or on Library Grounds. People may seek signatures for nomination papers, petitions, etc. in the 1st floor lobby of 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.
10. Service animals are allowed in the Library.
 - a. An individual may be asked to remove a service 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.
11. Groups or individuals may not use the library building or grounds to sell items or engage in other fund-raising activities, except as described. Only fund-raising that benefits or is connected to the library will be permitted on library property.

- a. Authors, performers, and lecturers may sell program-related items, including books, audios, and other media and may distribute their business cards.
- b. Prior approval from the library director is required by any groups or individuals 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.

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