

## Code of Conduct

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### Summary

To ensure the constructive use of Nesmith Library facilities, materials, and services, as well as the personal comfort of all individuals, the Board of Trustees has established rules for use.

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### Policy

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The Board of Trustees has established the following rules to ensure a positive library experience:

- Individuals shall be engaged in activities normally associated with the use of a public library.
- Individuals shall not disturb, or invade the personal space, of others. Conversations and use of electronic devices shall take place in a manner that does not distract others.
- Individuals shall not engage in any illegal act. This includes, but is not limited to, destruction of Library property, public drunkenness, the sale or the exchange of drugs or alcohol, viewing or possessing pornographic materials.
- Smoking, vaping, alcohol use or the use of illegal drugs are prohibited in the library.
- Parents and caregivers shall supervise the behavior of those in their charge. The Library assumes no responsibility for the care and supervision of children or individuals in need of continuous supervision or assistance.
- Individuals shall wear shoes and shirts (or their equivalent) and shall not have offensive body odors.
- Individuals may be accompanied by properly identified service animals that aid the physically challenged, but no pets are allowed with the exception of those involved in Library sanctioned events and activities.
- Individuals shall not eat in the Library, except as part of Library sanctioned events and activities. Non-alcoholic beverages in covered containers are permitted, except in the History Room, or where they may jeopardize Library equipment.
- New Hampshire law permits concealed carry of firearms, however other library patrons, especially children, may be disturbed by this practice. The Nesmith Library Trustees ask firearms owners not to bring firearms to the library.
- Knives and other weapons are strictly prohibited.
- Adult individuals who are unaccompanied by children, or who do not require children's materials, may remain in the children's room only at the discretion of library staff.
- Individuals shall not solicit or conduct business for monetary gain in the Library.

Library staff will inform individuals who violate one or more of these rules of the Code of Conduct. Individuals unwilling or unable to modify unacceptable behavior will be asked to leave the premises. The Windham Police Department will be contacted when conduct is illegal, when a threat is posed, or when an individual refuses or is unable to follow Library policies, or refuses or is unable to leave the Library when requested to do so by Library staff. Continuing violations or refusals to cooperate with the staff may result in a loss of Library privileges. Individuals

penalized for violating the Code of Conduct may make a written appeal to the Nesmith Library Board of Trustees, who have final authority and jurisdiction.

Adopted October 20, 2015 by the Nesmith Library Board of Trustees.

Reviewed and approved: October 20, 2015 by the Nesmith Library Board of Trustees.