

General Behavior Guidelines

- **Alcohol:** The consumption of alcohol is not permitted on the property, except with the express permission of the Trustees.
- **Animals:** Only Service Animals with their handlers are allowed in the Library. For more information, please see the Library's [Accessibility Policy](#) on the Library's website.
- **Audio Equipment:** Playing audio equipment so that others can hear it is not allowed in the building.
- **Bicycles:** Bicycles and scooters must be parked in designated areas outside the building.
- **Cell Phones:** There are areas on or near each floor which are designated as cell phone use areas. Patrons are asked to respect the quiet enjoyment of others by using only these areas for cell phone conversations.
- **Clothing and Shoes:** Patrons must be fully clothed and be wearing shoes on Library property.
- **Computer Equipment:** The abuse of library computer equipment violates the law (MGL Ch. 266, Sec 100) and will be prosecuted. Abuse of equipment includes banging on the keyboards or other excessive force, misappropriation of hardware or software, and attempts to alter software. For more detailed information, please refer to Library's [Internet & Computer Use Policy](#) on the Library's website.
- **Criminal Behavior:** No one may commit any act that is in violation of Federal Statutes, the Massachusetts General Laws, or the Ordinances of the City of Methuen.
- **Damages:** Those who damage or deface library materials or property will be prosecuted (MGL Ch. 266, Sec. 100). Parents/Guardians can be held liable for damages done by a child under the age of 18. (MGL Ch. 272, Sec. 41)
- **Elevator Misuse:** The elevator is for the convenience of all patrons. Riding up and down the elevator with no intention of getting off, or pressing all the buttons in order to slow down the elevator to inconvenience others is not allowed.
- **Interference:** Interfering with another person's right to use the library in peace and privacy, or interfering with staff members' performance of their duties is not allowed.
- **Food and drink:** Food and drink in moderation is allowed in many areas of the building, although not at computer seats. Beverages should have a cover, and patrons should enjoy modest snacks neatly and clean up after themselves completely. Excessive messiness will result in the withdrawal of this privilege. Patrons are urged to use the picnic tables and other outside seating on the Library grounds when the weather is appropriate.
- **Illegal/Other Controlled Substances:** Use of marijuana, illegal drugs and other intoxicants is strictly prohibited on the Library property.
- **Library Furniture:** In order to maintain a clean and attractive library building and to protect Library property, patrons are asked not to place feet on the furniture, deface walls, shelving or other furnishings, and not to tip chairs back. One person per chair is the rule, with the obvious exception of lap-sitting children.
- **Loitering:** Loitering on the Library property is not allowed (City Ordinance). Unacceptable loitering is that which results in the offending party's preventing the enjoyment of the library by others. Loitering between 11pm and 6am is not allowed. {Discretion must be exercised by

staff when it comes to this rule. Staff should be extremely careful not to use this guideline as a means of age or other discrimination.}

- **Personal Possessions:** Personal possessions should not be left at public service desks for safekeeping. Library staff cannot guarantee the security of such items. Patrons should be reminded to keep their possessions with them at all times.
- **Photography:** Photography is permitted in the building only for personal use. Please see our [Photography & Filming Policy](#) on the Library's website for more information.
- **Public Displays of Affection:** Extreme or excessive displays of affection are inappropriate behavior in a public library.
- **Rest Rooms:** Misusing the rest rooms (i.e. using them as a laundry or washing facility) is not allowed.
- **Running:** Running is not allowed in the Library, for the safety of all patrons.
- **Skateboards and Roller skates (including "heelies"):** Patrons may bring these into the library while they use the facilities; however, they may not be used on Library property.
- **Sledding:** Sledding is not allowed on Library property, due to the potential danger to the public and liability issues.
- **Sleeping:** Habitual sleepers, noisy sleepers, and those who are sprawled on furniture or the floor in a manner that is disturbing to other persons will not be tolerated. Library users who simply doze off for a short time should ordinarily be left alone.
- **Soliciting and Sales:** Soliciting patrons or staff for donations, sales, or for the purpose of obtaining signatures on petitions is not allowed in the Library except with permission of the Library Director under special circumstances. With the permission of the Director, individuals may stand outside (not blocking the entrances) and respectfully solicit signatures for political petitions. Any badgering or annoying of patrons, especially resulting in a complaint from a patron, cannot be tolerated; any person so doing will be asked to leave. Religious proselytizing is not permitted.
- **Staff Only Areas:** Patrons are not allowed to enter areas posted "Library Staff Only" without permission.
- **Tobacco:** Smoking, vaping, and the use of chewing tobacco, and e-cigarettes, is prohibited in the building, and within 25 feet outside the building.
- **Truancy:** Children who are out of school without permission from parents or school officials may be reported to the school administration and/or the Methuen Police Department. For more information, see the Library's [Safe/Unattended Minors Policy](#) in the Appendix.
- **Weapons:** Carrying firearms and dangerous weapons of any type (except by law enforcement officers) is prohibited.