

Hooksett Library Code of Conduct Policy

The Library Board of Trustees, as the governing body of the Hooksett Public Library per [RSA 202-A:2](#), outline the following code of conduct policy to ensure that all visitors of the Hooksett Public Library may safely and freely use the Library. Library visitors are expected to behave in a manner that does not interfere with the mission of the Library, the rights of others, and does not cause injury to others or damage the Library building or its property. Library visitors unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Police will be called when conduct is illegal, when a threat is posed to visitors or staff of the Library, or when an individual refuses to follow Library policies or to leave the Library when requested to do so by Library staff. The list below is not intended to be exhaustive; any conduct which disrupts the Library is prohibited.

Behavior that is prohibited in the Library includes—but is not limited to—the following:

- Any illegal act
- Possession of alcohol or any controlled substance
- Drunkenness
- Indecency
- Vandalism
- Harassment
- Viewing pornographic material
- Smoking or use of tobacco products on Library property
- Misusing computers or other equipment
- Soliciting, canvassing, interviewing, or campaigning
- Disrupting the orderly conduct of business
- Disciplining children in a manner which disrupts use of the Library by others.
- Loud or unruly behavior, such as yelling, swearing, hitting, etc,
- Running
- Riding the elevator for no purpose but to ride; stopping the elevator without cause
- Walking to and fro, in and out to the distraction of other Library users
- Obstructing any entrance, exit, or passageway
- Sleeping or appearing to sleep
- Lying on the floor
- Lying down on the furniture, more than one person sitting on single seat furniture
- Excessive public display of affection
- Placing feet on furniture, walls, woodwork, etc.
- Causing excessive wear or damage to furniture
- Rearranging furniture
- Playing audio equipment so that others can hear it

- Staring at or following another person
1. Lendable material may not be removed from the Library without proper authorization (materials must be checked out). The Library reserves the right to inspect personal belongings for concealed Library material. Theft of Library material—or damaging or defacing material—may lead to prosecution under NH RSA 202-A.
 2. Visitors in the Library are responsible for their personal property. Personal property should not be left unattended. The Library is not responsible for lost or stolen items.
 3. Proper dress, including tops, bottoms, and shoes, is required at all times.
 4. Roller blades, roller skates, skateboards, scooters, or other such devices may not be used inside the library, on walkways, steps, benches, or walls.
 5. Lights must remain on in occupied rooms at all times. The only exception to this shall be in meeting rooms and Library programs while utilizing the audiovisual system. Library visitors shall not turn off lights in individual rooms while occupied.
 6. Persons needing continuous supervision or assistance must be accompanied by the appropriate caregiver or guardian when visiting the Library. The caregiver must remain in the immediate vicinity of the individual under their care.
 7. Photography, sound recording or video recording are not allowed on the Library premises without prior permission of the individual or subject. The Library reserves the right to photograph or record.
 8. Poor personal hygiene that interferes with others' ability to use the Library may be cause for eviction.
 9. Assistance animals are welcome. All other animals are prohibited, with the exception of animals brought into the building for a Library sponsored program.
 10. Cell phones may be used with a quiet voice as expected for all conversations in the Library. For lengthy phone conversations, visitors are asked to relocate to an area that will not disturb other visitors.
 11. Adults, unaccompanied by a youth, who do not require immediate materials from the Children's, Young Adult, and Teen Rooms shall be asked to relocate to other areas of the Library.
 12. Any act that creates a condition which is hazardous to themselves or another individual.

13. Bringing a weapon into the Library unless authorized by law is not permitted (a person authorized by law to carry a weapon must notify Library staff that s/he is carrying a weapon in the Library).

Visitors engaging in improper conduct will be asked to cease that conduct, to move to another location or activity, or to leave the Library. Severe or recurring problems may be dealt with by barring use of the Library to the individual involved, or by making Library use conditional. In general, the least restrictive means which effectively deals with the conduct shall be employed.

Minor problems shall be dealt with by the staff member observing it, while more serious or recurring problems shall be dealt with by the senior staff member on duty or the Director. Only the Director, in consultation with the Hooksett Police Department, may ban an individual indefinitely from use of the Library. Police will be called when conduct is illegal, when it poses a threat to the Library, or an individual or when an individual refuses to leave the Library when asked to do so.

After any serious incident or one in which an individual is asked to leave the Library, the staff member(s) on duty will prepare a written account for the Director by the end of the next working day. Persons penalized for violating the Hooksett Library Code of Conduct Policy may make a written appeal to the Hooksett Library Board of Trustees, who have final jurisdiction.

Appendix A: Unattended Children Policy

0 to 5 years old: Must be accompanied by a parent or caregiver at all times while at the Library. If the child attends a program, the caregiver is required to stay in the immediate vicinity of the program location.

5 to 8 years old: Must have a parent or caregiver in the immediate vicinity. If the child attends a program, the caregiver is requested to stay on the same floor as the program is being conducted.

8 to 14 years old: Must have a parent or caregiver in the building, may attend programs independently with the caregiver remaining in the Library for the duration of the program.

14+ years old: May utilize the library independently.

Policy adopted 06/2008, amended 03/2013, amended 10/2013, amended 09/15/2016, amended 07/18/2017, amended 01/22/19.