

PATRON CONDUCT AND SERVICES

RATIONALE FOR LIBRARY CODE OF CONDUCT:

- I. Patrons have a responsibility to conduct themselves in a manner that does not violate the rights of others, or interfere with library services and operations. This policy has been designed to protect all library users' right of access to library facilities, to ensure the safety of patrons and staff, and to protect library resources and facilities from damage. In order to maintain a safe and orderly environment, the Oxford Public Library has established these rules of conduct; any violation of the following may result in being asked to leave the premises.

GENERAL:

- I. While visiting the Library, please adhere to the following:
 - A. Patron volume must be quiet enough to not disrupt the work/study of others.
 - B. The materials and equipment in the Library are for patron and staff use. Any purposeful damage done to the materials, equipment, furniture, or premises is against the law and will be reported to the proper town authorities.
 - C. Loitering, harassment and/or stalking of staff or patrons are prohibited.
 - D. Refrain from foul, abusive, or discriminatory language or actions.
 - E. Patrons shall not enter the building without appropriate clothing, including a shirt and shoes. Patrons whose bodily hygiene or odor is offensive so as to constitute a nuisance to other customers or library staff may be required to leave the building.
 - F. Report disruptive behavior to a Library employee.
 - G. Keep aisles, corridors, and spaces around you clear so that others can easily access them.
 - H. Park bicycles, scooters, and small recreational motorized vehicles outside the Library. Small items such as skateboards or roller blades may be brought in but may not be used inside the Library or near the entrance.
 - I. Properly dispose of all recycling and garbage.
 - J. The Library is not responsible for lost or stolen items.
 - K. Follow all municipal, provincial and federal laws, codes, rules, and regulations.
 - L. Follow the instructions of Library employees or security staff.
- II. **Alcohol/Drugs:** The use of alcohol, tobacco and drugs (including cannabis in any form) are not permitted on library premises.
- III. **Cell Phones:** Set your mobile device to vibrate or mute. Please avoid talking on the phone in the Library. If you must use the phone please do so in the front hallway or outside.

- IV. **Food and Beverage:** Food and beverages are discouraged in the adult section of the Library. Children/families may consume food/beverages in the Program Room in the children's section.
- V. **Proctoring:** Staff may occasionally proctor for patrons if the date and time of the exam does not interfere with staff duties or scheduling.
- VI. **Photography/Recording Policy:**
 - A. Taking photos or video of other patrons requires prior consent.
 - B. Parents or guardians must provide permission for children to be photographed or recorded.
 - C. Photos and videos cannot be taken in restrooms.

PROGRAMS:

- I. Program registration is required.
- II. If a program is full, there may be a waitlist, but due to space restrictions and/or supply limitations, we cannot accommodate more than the allotted number of participants.
- III. If a program is canceled or rescheduled, registrants will be notified and the Library website will be updated.
- IV. The Library should be notified if you are not able to attend a program you have registered for.
- V. For Children's Programs:
 - A. Parents/caregivers must remain in the Library for the duration of a program unless it is specifically stated otherwise in the program registration.
 - B. If a program is specified as a "Drop-Off" program, children 8 and older may attend without an adult. However, their parent/caregiver must drop them off and pick them up from inside the Library at the designated program time.
 - C. Library staff may revoke this privilege for any child for any reason at their discretion.

POLICIES REGARDING MINORS, VULNERABLE ADULTS, THEIR CAREGIVERS, AND THE CHILDREN'S SECTION

I. General:

- A. Children who are in the sixth grade or above may enter and use the Library without an adult. However:
 - i. They must remain in the children's section.
 - ii. They must be picked up by their parent/caregiver from inside the Library.
 - iii. They will be obliged to follow the same rules and expectations as adult patrons.
 - iv. Library staff may revoke this privilege for any child for any reason at their discretion.

- B. Parents/caregivers are responsible for the safety and conduct of their child while on library premises, whether or not they accompany their child to the Library.
- C. Children who are not yet in the sixth grade must not be left unattended by their parent/caregiver on library premises.
- D. Parents/caregivers are solely responsible for the care and safety of their child and/or their vulnerable adult on library premises.
- E. For Children's Programs:
 - i. Parents/caregivers must remain in the Library for the duration of a program unless it is specifically stated otherwise in the program registration.
 - ii. If a program is specified as a "Drop-Off" program, children 8 and older may attend without an adult at the discretion of the Children's Librarian. However, their parent/caregiver must drop them off and pick them up from inside the Library at the designated program time.
 - iii. Library staff may revoke this privilege for any child for any reason at their discretion.
- F. Adults are allowed in the children's and teen areas when they are accompanying a minor or when they require access to the collection. If not accompanying a minor, an adult may be asked to leave the children's section at the discretion of library staff.
- G. Every resident of Oxford who is at least 5 years old is eligible for a free library card. A parent or legal guardian must be present and co-sign the registration form of a child under the age of 18 years. Please see the Circulation/Library Card Policy for more information about checking out and permissions allotted to certain ages.

II. **Technology/Internet Use by Minors**

- A. Two computers in the children's area do not have internet access and are used primarily for educational games.
- B. Regarding internet use, children under the age of 18 unable to work independently must be accompanied by an individual who is able to work independently and can quietly assist them. It is the responsibility of each adult caregiver to monitor their child's internet usage.
- C. Children under the age of 18 must have parent/guardian written permission to use the internet or view materials on the internet. Children must check in with a staff member before using a computer. Parents/guardians of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible internet users.
- D. The Library staff cannot determine what a parent/guardian will consider appropriate for his/her child. The Library strongly

recommends that parents use the internet access services provided by the Library with their children and that the parents/guardians provide appropriate supervision.

VOLUNTEERS

- I. The Oxford Public Library welcomes volunteers to help support specific services and to help with special projects.
Prospective volunteers should contact the Adult Services Librarian or Youth Services Librarian, depending on their age. Scheduling of service hours and variables such as limitations or interest in special projects should be discussed when registering.
Volunteers are expected to sign in/out and record their tasks at each session.
- II. If a volunteer cannot attend, they are expected to let the Library know in advance.
- III. Volunteers are expected to be polite, professional, and respectful to patrons, staff, and library property.
Volunteer tasks may include activities such as program preparation, cleaning, and organization. Volunteers are not permitted access to circulation areas or records to preserve patron privacy.