



STEVENS MEMORIAL LIBRARY

Appropriate Behavior Policy

The Stevens Memorial Library is committed to providing a welcoming space for Ashburnham citizens and residents of neighboring communities without regard to gender, race, age, religion, national origin, disability, or sexual orientation. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, we ask that the following guidelines be respected while using the Library and Library resources:

- All Federal, State, and local laws are to be followed at all times.
- Common courtesy is expected of all Library users, staff, and volunteers while using the Library, and while interacting via phone, email, and social media.
- Beverages in closed containers (including hot cups with lids) and food are permitted in designated areas. Library staff will provide clarification to any interested parties. Patrons using Library computers are asked to leave their beverages in a designated area, away from the workstations.
- Firearms and other weapons are not permitted in the Library (except for those being carried by law enforcement officers).

At the discretion of the Director, the penalty for non-compliance will be commensurate with the offense, up to and including banishment from the library. Bans may be appealed to the Library Board of Trustees. The Trustees' decision in each case will be final.

Approved by the Library Board of Trustees, June 2015

Revised and Updated April 2020