General Rules and Regulations

In order to maintain a safe and welcoming environment for reading, learning and other library activities, the Milford Public Library requires all visitors and staff to comply with the following "*General Rules and Regulations.*" Conduct that disrupts or interferes with normal operation of the library, or that causes disturbance to staff or other library visitors, is not permitted. Such conduct includes, but is not limited to, the following:

- Harassing, threatening, obscene, disruptive and/or unsafe behavior.
- Making unreasonable noise, including loud talking on a cell phone.
- Engaging in or soliciting sexual activity in any way, lewd behavior or indecent exposure as defined by Connecticut General Statutes Sec. 53a-186.
- Having a knife, gun, or any other weapon.
- Loitering, sleeping, or otherwise remaining on Library property while not using the Library facilities for their intended purpose. Smoking, including the use of electronic cigarettes or other smoking simulated devices.
- Eating in non-designated areas, lidded or spill-proof beverage containers are permitted.
- Using, possessing, distributing or being under the influence of alcohol or drugs, with the exception that alcohol may be permitted by the Library Board for specific functions. In such event, prior written Board approval is required.
- The use of restrooms for the laundering of clothes and/or bathing.
- Soliciting, petitioning, canvassing, gambling, and/or littering.
- Selling goods or services, except as part of an authorized library program or service.
- Damaging, defacing, or misusing any library materials or property.
- Entering or remaining in the library without permission before or after operating hours.
- Abusing or misusing furniture or equipment.
- Obstructing or impeding access to the entrances, aisles, stairwell, doorways or passageways.
- Entering designated non-public areas of the library, such as offices, workrooms, the circulation area and storage areas.
- Engaging in any activity in violation of federal, state, local, or other applicable law or library policies.

Please also be aware that:

- The library is not responsible for personal items that are left unattended, stolen, or damaged. Unaccompanied items will be treated as lost. Smaller items will be kept in Lost and Found for a limited time. Any item may be turned over to the Police after 24 hours. Library Staff cannot accept responsibility for storing or holding any personal items.

- Clothing and shoes must be worn at all times.

- Some items in the library cannot be copied because of copyright laws, poor condition, or donor restrictions.

- The library is not responsible for unattended children; please see the library's "*Unattended Children Policy*."

- Large groups visiting the library are encouraged to notify the Library Staff prior to such visit.

- Bicycles, scooters, etc. are not permitted in the library and should be stored in designated areas.

- Only service animals or animals part of an authorized library program or service may be permitted.

- Patron use of the library telephone is restricted to emergency use only and is under the supervision and/or discretion of Library Staff.

- Children under the age of twelve (12) must be accompanied by a parent, guardian or caregiver whom shall remain with such child(ren) while in the library. Please refer to the separate "*Unattended Children Policy*."

The above "*General Rules and Regulations"* is not intended to be a complete list, but is intended for guidance only. The primary responsibility for ensuring compliance with the "*General Rules and Regulations"* rests with the Library Staff. In the event any person, when advised of the above rules, fails to comply, Library Staff shall have the authority to request that such person immediately leave the library. Any person who continually fails to abide by these *"General Rules and Regulations"* may be subject to restricted library privileges.

Minor children who do not follow the library's "General Rules and Regulations" or misuse library property may be reported to their parent, guardian and/or caregiver.

The library will seek restitution for damages to library property or material from those responsible or in the case of a minor, that minor's parent and/or guardian.

Any patron whose privileges have been denied or revoked will have the right to appeal this decision to the Board of Directors of the Milford Public Library.

Unattended Children Policy

The Milford Public Library is dedicated to providing a welcoming environment that encourages children to visit the library, use library collections and services, and attend library programs. Library Staff are available to assist and support children with their use of library resources. However, the library is not responsible for children who are not accompanied by a parent, guardian, and/or caregiver.

Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. They are advised that children, like all library users, are expected to comply with the library's "*General Rules and Regulations*" and a child who violates those rules may be asked to leave the library. Parents, guardians and/or caregivers must be mindful of scheduled library closing times and note that the library sometimes may have to close unexpectedly.

If a child is unattended, the Library Staff may call parents, guardians or City or State agencies as is appropriate if such child is:

- Disruptive.
- Habitually left unattended for long periods of time.
- Deemed to be at risk of harm, as in the case of a child being left alone when the library closes.
- Injured or becomes ill.