



Library Use Policy

I. Statement of Purpose

The Westport Public Library Board of Trustees has determined that the Library's facilities and services should be subject to a published written policy. The purpose of this Library Use Policy is to establish the procedures and rules by which users of the Library may use the Library's facilities and services, and which will be applied without discrimination and in the best interests of all of the Library's users.

The Westport Public Library Board of Trustees views the use of the Library and its facilities by its patrons as the primary purpose of the Library. The Library Use Policy has been established for the comfort and protection of all who use the Westport Public Library. The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Accordingly, the Library Use Policy should be observed by all users of the Library.

II. No Distractions Nor Disturbances

- A. Conversation and activity should be kept at a level that will not disturb others.
- B. Upon entering the Library, users of cell phones or other mobile communication devices should set their devices to vibrate or lower the volume of the ring. Calls should be made only in the lobby or enclosed stairways. Similarly, people who receive calls must move to the lobby or enclosed stairways to continue their conversations.

III. No Smoking; No Alcohol; Trash Disposal; Eating and Drinking Only in Designated Areas

- A. Smoking is not permitted anywhere in the Library building.
- B. Alcoholic beverages are prohibited, except at Library-sponsored events and certain group functions in accordance with the Meeting Room Policy.
- C. Do not litter; use appropriate containers for trash.
- D. Food and drink are not allowed in the Children's Library. Eating and drinking are permitted elsewhere in the building, with the exception of hot meals and food with remains (apple cores, banana skins, etc.), provided that all trash is properly disposed of and other Library users are not disturbed.

Westport Public Library Use Policy

IV. Conduct

- A. Appropriate attire is required, including shirts and shoes.
- B. Loitering is not permitted in or around the Library.
- C. Sleeping is prohibited in the Library.
- D. Prior approval is required to take photographs, video recordings or audio recordings in the Library.

V. Children

Parents or guardians are responsible for the behavior of their children. Children under the age of 12 must be accompanied by an adult at all times, except during programs exclusively for children. Parents should remain in the building during such programs.

VI. Proper Use of Library Facilities and Equipment

- A. Library property should be respected by not defacing or damaging it.
- B. Library furniture should be used appropriately. Users are requested to keep their feet off the furniture.
- C. Library equipment should be used appropriately. Library staff members may request that users discontinue using equipment if abuse of the equipment is noted or if users are abusing guidelines governing the use of the equipment.

VII. No Solicitation

Solicitation (other than Library-related) is not allowed in the Library. This includes – but is not limited to – the following:

- solicitation of signatures on petitions
- sales of services or materials
- recruitment for employment or other services
- public opinion surveys
- requests for donations, including receptacles for donations
- requests for monetary or other personal assistance.

VIII. Animals

Animals are not allowed in the Library, except for guide dogs.

Westport Public Library Use Policy

IX. Enforcement

The provisions of this Library Use Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Library Use Policy are final and are not subject to review.

X. Amendment

The Library Board of Trustees reserves the right to amend the Library Use Policy at any time.

Adopted by the Library Board of Trustees February 16, 2005; amended July 20, 2005.