

Burnham Memorial Library  
Colchester, VT

## LIBRARY CODE OF CONDUCT

Welcome to the Burnham Memorial Library! We hope that you have a pleasant visit. The Library is a great place to browse, explore, and learn.

The following rules have been established to facilitate the broadest and most equitable use of the facilities and materials of the Library.

- Respect for the rights and needs of all library users shall be maintained at all times and use of the Library's materials shall be so supervised that the broadest number of people can be adequately served.
- All members of the public will conduct themselves so that they will not interfere, by their actions or speech, with the legitimate rights of other library users.
- Conduct considered improper in the Library includes but is not limited to: public disturbances; offensive or abusive language; sleeping, loitering, soliciting, or proselytizing; using, possessing or being under the influence of alcohol, narcotics, hallucinogenic drugs, or misuse of any controlled substances; smoking within 100 feet of any Library entrance, this includes electronic cigarettes and similar devices.
- Any form of harassment directed at Library patrons or personnel will not be tolerated.
- Libraries are limited public forums, where patrons have a reasonable sense of privacy.
- Willful destruction or stealing of Library property and/or materials is illegal and perpetrators will be arrested.
- Beverage and food consumption in the Library is limited. Beverages must be *in covered containers* and are not allowed near Library computers. Food is generally not permitted in the Library, except when part of a library-sponsored program.  
*Ask a staff member if there is space available for those who may need a place to eat a snack. Please dispose of all containers properly.*
- Shirts and shoes (or their equivalent) are required at all times.
- Furnishings should be used only for their intended purposes.
- Be respectful when using cell phones.  
*Please see our policy for use of cell phones on Library property.*
- Parents or guardians must accompany young children at all times (Please see Unattended Child Policy).
- If you need assistance, please ask us. We are here to help you.
- In case of an emergency, please follow staff directions promptly.
- All Library users must abide by applicable federal, state, and local laws.

In the unfortunate event that an individual fails to follow these rules, the following consequences will result:

- Engaging in physical altercations or acts of sexual misconduct, possession or use of illegal drugs, violation of any applicable federal, state, or local law
  - First offense—suspended from library for 1 year
  - Second offense—suspended from library for 2 years
  - Third offense—suspended from library for 3 years
- Theft or vandalism of library property; using obscene or threatening language; unauthorized presence in staff-designated areas or remaining inside the library before/after posted hours of operation
  - First offense—suspended from library for 3 months
  - Second offense—suspended from library for 6 months
  - Third offense—suspended from library for 1 year
- Exhibiting signs of being under the influence; leaving a young child unattended; smoking within the library or 100 feet of an entrance; making loud or unreasonable noises; soliciting money or donations or proselytizing; using media or commercial photography without permission; failure to keep one's body properly covered; refusing to leave the library during an emergency; an adult using the youth areas without a youth or need of the youth collections
  - First offense—warning and must correct behavior
  - Second offense—suspended from library for 1 day
  - Third offense—suspended from library for 1 week

The Library may procure an order of no trespass (13 V.S.A. §3705) from the Colchester Police for all suspensions lasting more than one month. Special accommodations for limited use of library services may be granted at the discretion of the Library Director. A patron whose privileges have been denied may appeal the decision to the Library Board of Trustees within ten business days of the suspension.

***Library staff has the responsibility and right to take steps to ensure that these rules are enforced. Patron concerns should be brought to the attention of the Library Director.***

*Approved by the Library Board of Trustees: August 2005*  
*Revised by the Board of Trustees: May 18, 2023*