

## SECURITY POLICY OF THE HAMBURG PUBLIC LIBRARY

**It is the purpose of the library to provide a safe and positive environment for both the staff and the customers of the Hamburg Public Library. This policy defines the behavior which is unacceptable and prevents the fulfillment of that purpose.**

- 1) Food and drink are not permitted within the library building, except for library staff or volunteers and library supported activities. Patrons will be encouraged to consume the food in the lobby before entering.
- 2) No use of any tobacco products or alcoholic beverages in the library building is permitted.
- 3) Shirt and shoes required
- 4) Causing a disturbance or engaging in any behavior, which interferes with other customers' use of the library is not permitted, e.g. using radios or boom boxes without headphones, or loud conversations on cell phones, etc.
- 5) No mutilating, defacing or otherwise damaging library property or materials or equipment by marking, underlining, removing pages, etc.
- 6) No animals permitted except for service animals or those participating in a library program.
- 7) Physical, sexual, or verbal harassment of other library customers or of the staff will not be tolerated and may result in the notifying of the police.
- 8) Removing or attempting to remove library materials without proper checkout or authorization is not allowed and may result in referral to police.
- 9) No weapons allowed in the library except those authorized by the law
- 10) Customers are responsible for personal items while in the library. The Hamburg Public Library is not responsible for lost/stolen items.
- 11) Children under 8 should be accompanied by their parents. Children over 8 who act in a disruptive manner will be warned. If the misbehavior continues, they may be asked to leave the library, and if necessary, their parents will be contacted to pick them up.
- 12) If a child under 18 is left at the library at closing time and needs a ride, the staff will attempt to contact the parents. If they are not successful after 30 minutes, the police will be contacted to report an abandoned child.

Passed Hamburg board of Trustees,  
June 10, 2014