



Library Use Policy

In order to ensure a suitable and pleasant environment for all library users, please observe the following guidelines:

The Putnam Public Library's Library Use Policy has been established in order to:

1. Create an environment that is welcoming and comfortable for all
2. Protect the rights and safety of patrons and staff
3. Safeguard the building, equipment, furniture and collection
4. Maintain an atmosphere that promotes the use and enjoyment of the library's resources, services and programs

The Library Board of Directors and staff recognize the right of all individuals to use the library. However, they also recognize that, at times, decisions must be made in order to protect persons and/or property. Therefore we ask for your support in meeting the following guidelines:

Distractions or Disturbances

- Users of cell phones should set their phones to vibrate when entering the library. Calls should be made and taken outside of the library or in the front hall.
- Conversation and activity should be kept at a level that will not disturb others.
- Animals are not permitted in the Library unless they are service animals or part of an approved presentation at the Library. The Library follows the ADA guidelines for service animals in public buildings

Children

Service to children is an important part of the Library's mission. Caregivers must provide appropriate supervision based on the ages, abilities and levels of responsibility of their children. Library staff cannot be responsible for providing supervision or care for children in the library.

Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle. (a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.

General Statutes of Connecticut

Conduct

- Smoking is not permitted anywhere in the Municipal Complex building or on the grounds.
- Alcoholic beverages are prohibited.
- Covered drinks are allowed in the library with the exception of the computer areas.
- Food is allowed only when it is provided by the library during special events.
- No loitering or solicitation is allowed in the Library or on the Municipal Complex grounds.
- Appropriate attire is required, including shirts and shoes.

The Library reserves the right to ask a patron to leave the library for any inappropriate behavior.

Adopted October 25, 2021 by the Putnam Public Library Board of Trustees