

Springfield Library

General Rules and Regulations

In order to maintain a safe and welcoming environment for reading, learning, and other Library activities, Springfield Library requires all visitors to comply with the following General Rules and Regulations:

The following are NOT allowed at Springfield Library:

- Engaging in conduct that disrupts or interferes with normal operation of the Library, or that disturbs staff or other Library visitors. Such conduct includes:
 - Harassing or threatening behavior.
 - Using obscene or abusive language or gestures.
 - Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behavior.
- Having a knife, gun, or any other weapon.
- Smoking.
- Eating or drinking except in designated areas.
- Using alcohol or illegal drugs.
- Sleeping in the Library or at the Library's entrance.
- Making unreasonable use of the rest rooms, including laundering clothes and bathing.
- Soliciting, petitioning, or canvassing.
- Selling any goods or services.
- Using a bicycle, skates, skateboard, scooter, or anything like them.
- Bringing in an animal, unless it is assisting a person with a disability.
- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- 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 lost, stolen, or damaged on Library premises.
- Visitors are not permitted to bring any large bags, bags with wheels, or shopping carts into the Library.
- Library security and staff can inspect any of your property when you come in or leave.
- You must wear clothing and shoes in the Library, and your body odor must not be so offensive that it disturbs others.
- Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.
- The Library is not responsible for children who are left unattended on Library premises; please see the Library's *Unattended Children Policy*.
- Library staff and security officers can ask visitors to show their Library cards or other ID at any time.
- Large groups that want to visit the Library have to get permission before they visit.
- Photography and recording are not allowed on Library premises without prior permission.
- Certain reading rooms and other Library spaces have additional restrictions.

Visitors with disabilities may ask Library staff for reasonable accommodations.

Visitors who do not follow the Library's General Rules and Regulations can be asked to leave and can lose their Library privileges. They can also be arrested or be subject to other legal action.

The Library reserves the right to amend these regulations from time to time.

Adopted by the Springfield Library Board of Trustees April 22, 2019