

Hawley Public Library

Patron Policy

To allow all patrons of the Hawley Public Library to fully utilize its facilities during regularly scheduled hours, the Library Board of Trustees has adopted the following patron expectations and responsibilities that must be met and fulfilled:

BORROWING EXPECTATIONS & RESPONSIBILITIES

- **All patrons are expected to check out any materials that are the property of the Hawley Public Library using a valid library card.** If a patron removes materials that belong to the library without checking them out, they may be subject to legal action and/or criminal prosecution.
- **All patrons are responsible for all the materials checked out using their library card.** If items are lost or damaged, the patron is responsible for replacing or paying for the materials. Failure to replace or pay for lost or damaged materials may result in the suspension of the patron's borrowing privileges.

BEHAVIOR EXPECTATIONS & RESPONSIBILITIES:

- **Patrons must always respect the rights of other patrons and library staff.**
 - Patrons should not interfere with the use of the library by other patrons or the staff's performance of their duties.
 - Patrons should not harass or annoy others. This includes playing music/sound loudly on a personal or library device, using the speaker feature during a phone call, talking loudly to themselves or others, or behaving in any manner which can be reasonably expected to disturb others.
 - Argumentative speech, verbal abuse, or stalking within the library will NOT be tolerated.
- **Patrons must wear clothing and shoes.** Acceptable clothing includes a shirt worn with pants, shorts, or a skirt, or, alternatively, a dress or similar garment.
- **Patrons may bring service or emotional support animals into the library.** All animals must be leashed, harnessed, or contained in a hand-held or wheeled carrier. Patrons are responsible for cleaning any mess an animal makes, as well as providing payment to the library for any damage caused.
- **Minor Patrons aged 8 and below must have a parent/guardian/caregiver with them.** The parent/guardian/caregiver must remain in the library and in sight of the child for the duration of their visit.
- **Minor Patrons aged 9 – 17** may use the library unattended, but the parent/guardian/caregiver is responsible for any damage caused or injuries sustained.
- **Minor Patrons may not be left at the library for childcare or babysitting purposes.** The Hawley Public Library assumes no responsibility for unattended children.

Any patron not abiding by the above or other rules and regulations of the library may be required to leave the library premises. Library staff reserves the right to contact the Hawley Borough Police or State Police if they deem it to be an appropriate response to patron conduct.

Any patron who violates the above or other rules and regulations of the library may be denied the privilege of access to the library by the Library's Board of Trustees upon the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

Adopted by the Hawley Library Board of Directors, August 10th, 2023.