

GUIDELINES FOR USING THE NEEDHAM FREE PUBLIC LIBRARY

The Needham Free Public Library offers opportunities for general study, self-directed learning, information retrieval, cultural activities, and recreational reading. Full library privileges are extended to people who pay taxes in Needham or who are employed by a Needham business, as well as Needham residents. The Library can serve the community most effectively when the following guidelines are observed:

Respect Library Material

Keep items borrowed from the Library clean and in good condition. Protect them from bad weather, pets, food and drink, dirty hands, and other hazards. All tapes and audio-visual materials should be kept in a cool, dry place and used only with properly operating equipment.

Return borrowed materials on time. Overdue notices are costly to send out and late return denies other Library patrons use of materials.

Help the Library to maintain up-to-date records by promptly replacing or paying for lost or damaged Items.

Respect Library Facilities and Furnishings

Help keep public areas clean and furniture in good condition:

- (1) No feet on chairs, tables, windowsills, etc.
- (2) Observe the No Food; No Beverages, unless non-alcoholic and in a covered container; No Smoking; rules in all public areas of the Library. No beverages of any kind are allowed in the public use computer areas.
- (3) No bare feet in the Library.
- (4) No pets in the Library (service animals are allowed).

An individual may be asked to remove an animal, if (1) the animal is out of control and the animal's handler does not take effective action to control it, or (2) the animal is not housebroken (U.S. Code, S35.136 b 1 & 2).

Ask at the Reference Desk for guidelines for use of the Community Room and the display and exhibit space.

The Library's collections, furniture, and other resources have been set up to fulfill its mission of:

Promoting personal and professional growth opportunities

Providing answers to residents' questions

Satisfying residents' need for information

Fostering an open environment for community interaction and public discourse

Using the Library resources for sleeping is a violation of the Library's Mission and will not be allowed. This prohibition does not preclude patrons from occasionally nodding off.

Groups or individuals may not use the library building or grounds to sell items or engage in other fund-raising activities. Only fund-raising that benefits the library will be permitted on library property.

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Prior approval from the library director is required by nonprofit groups that wish to set up information dissemination facilities in the library. If the group would be distributing literature near the Community Room while there is an event in that room, permission from the event sponsor is also necessary.

Respect the Rights of Others

Maintain quiet in the Reference Area, N.C. Wyeth Room, and Business Reference Room.

Quiet talk is permitted in the rest of the Library. No placing or answering audible calls from a cell phone or similar device.

Respect others' right to privacy. Loud Conversations, disturbances, or threatening behavior prevent legitimate Library use and will not be allowed. While on library property, vendors are prohibited from approaching the public or the staff for the purpose of soliciting personal and/or non-library business.

People may seek signatures for nomination papers, petitions, etc. in the library building, as long as they do not violate Mass. General Law, Chapter 272, Section 41, which prohibits disturbing people in a public library "by making a noise or in any other manner."

No loitering at the main entrance, the Highland Avenue entrance, or other areas on the Library grounds.

No briefcases, bags, backpacks, packages, or other large items may be left unattended. Items left unattended will be removed from the premises.

Insure the Safety of Children Using the Library

Do not leave young children unattended in any part of the Library.

Unless handicapped, unattended children are not allowed to use the elevator.

No running, jumping, or climbing.

Respect the Play Area in the Children's Room

The special toys and puzzles have been selected to provide quiet play, learning experiences, and enjoyment for the pre-school child. Help keep this area a pleasant experience for the young child:

- (1) Children should not be unattended while using the area.
- (2) Toys are to be kept in the play area and not taken to other parts of the Children's Room.
- (3) No boisterous behavior is allowed.
- (4) Toys should not be abused or thrown around and should be returned to their places when children finish playing with them. As space in the play area is limited, it is not convenient for meetings of playgroups. If playgroup supervisors or nursery school directors wish to visit the Children's Room, they may make appointments by contacting the Children's Librarian.

The Board of Library Trustees reserves the right to suspend any of these regulations, if doing so would be in the best interests of the Town of Needham.

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