



Carpenter-Carse Library  
69 Ballards Corner Rd  
Hinesburg, VT 05461  
802-482-2878  
[www.carpentercarse.org](http://www.carpentercarse.org)

---

## Carpenter-Carse Library Code of Conduct

---

Welcome to our community library! Let's work together to create a welcoming, safe & pleasant space for everyone.

### While in our shared space, please:

#### 1) Be considerate of others

- a) Avoid creating unnecessary noise including the use of personal cell phones or other devices that may disturb other patrons & library staff. Note that you can step into our foyer or community room to take a brief call, but it is not appropriate to conduct private conversations in our public space.
- b) Respect the health and safety of other library patrons and staff. While public health remains at risk during the coronavirus pandemic, we continue to require masks in our shared spaces. If you cannot comply with our policy, we may ask you to leave.
- c) Do not block any entrance, exit, or aisle.

#### 2) Accompany & take responsibility for those individuals in your care

- a) Leaving children under the age of ten (10) years old or adults requiring supervision alone or unattended in the library (except when those individuals are engaged in library programming for which their caregivers have signed a waiver) is prohibited.
- b) Supervision includes taking the initiative to correct disruptive behavior that may negatively impact the ability of other library patrons to enjoy our space. Please use walking feet and library voices in our space.

#### 3) Use equipment, furniture & library spaces for their intended purpose

- a) Eating, drinking, or displaying open food containers is prohibited unless this food is served as part of library programming. A space outside is available for eating & drinking, feel free to use this space and please clean up after yourself.
- b) Loitering or otherwise misusing the restrooms is not permitted.
- c) Bringing any animal into the library, except for service animals that are trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations, is *not* permitted. The lone exception to this are animals that are part of a library program that have been scheduled by library staff.
- d) The use of our public computers is governed by an additional layer of rules available on our website, but most importantly: The display of sexually explicit materials is prohibited. Additionally, downloading programs or otherwise altering the operating capabilities of the public computers is also prohibited.

**To keep everyone safe, certain behaviors are not allowed, including:**

**4) Abuse of any kind toward others**

- a) Engaging in activities which may result in intimidation, injury or harm to library patrons or employees is prohibited.
- b) Disruptive or unsafe behavior, including interfering with library employees in the performance of their duties or obstructing, harassing, offending, annoying or intimidating others is prohibited.
- c) Loud, abusive, threatening, or profane language is prohibited.

**5) Damaging or stealing library property**

- a) Engaging in activities or behavior that result or may result in damage to library property is prohibited. This includes acts of vandalism or any attempts to damage computer equipment or alter software configurations.

**6) Illegal activity**

- a) Committing or attempting to commit any activity that is illegal under federal, state, town statute or ordinance.
- b) Smoking of any kind, including but not limited to: tobacco products, vapor & e-cigarettes is prohibited on library property.
- c) Carrying or using a weapon of any kind.

**Enforcement of Rules of Conduct**

To preserve the peace and provide public access to library facilities, the library may suspend access to library privileges for individuals who fail to abide by our Rules of Conduct.

A person whose library privileges have been suspended has the right to appeal their suspension. To request a review, submit your request in writing to: Library Trustees, 69 Ballards Corner Road, Hinesburg, Vermont 05461. This request may be made within 10 days of receiving a Letter of Suspension. The written appeal will be reviewed within 30 days. The suspension will remain in force during the review period. The final decision of the Library Trustees will be communicated in writing and will be final.

The library reserves the right at all times to immediately discharge a patron who is dangerous or in any way threatening library staff or other patrons.

**Governance**

Carpenter-Carse Library is an incorporated library. We are an independent 501(c)(3) organization whose purpose it is to establish and maintain a public library in Hinesburg, Vermont. Our staff strive to create a welcoming atmosphere for everyone in our community, please help us maintain the safety & sanctity of our space by adhering to our Rules of Conduct. Thank you for your cooperation.

Adopted by the Carpenter-Carse Library Board 5/25/2022