

Saxton B. Little Free Library

Mission Statement

The Saxton B. Little Free Library provides and promotes excellent services, programs and materials that inform educate and enrich all citizens.

Welcome to the Saxton B. Little Free Library! To assure the safety and well being of everyone at the Library, and to offer all a gracious space, we ask that all patrons comply with the following Code of Conduct and Patron Behavior policies:

Code of Conduct Approved by Board 8/23/2021

SBL Library requests that all patrons:

- Speak in soft voices.
- Throw trash in proper receptacles.
- When using headphones, set the volume so others cannot hear it.
- Wear a shirt, shoes, and other proper attire.
- Turn cell phone ringers off, and hold phone conversations outside of the Library.
- Use one chair per person and no more than two heads per computer (unless an adult is supervising).
- Understand that the Library staff is not responsible for lost, damaged, or stolen items.
- Contain beverages in a non-spill or covered container only.
- Not bring food into the Library.
- Comply with the Library's Internet and computer use policies.
- Limit the time used on Library computers so computers can be shared by all, and understand that if using the computer for more than a half hour block, you may be asked to relinquish the computer for others' use.
- Park backpacks so that they do not block the aisles or Library entrance.
- Be aware of the Library's hours of operation.

We ask that all patrons refrain from:

- Rough housing and bullying on Library property.
- Loitering or smoking on Library premises.
- Sleeping.
- Using profanity or other abusive language.
- Vandalizing Library property.
- Riding skateboards, scooters, blades or other devices on Library property.
- Using the Library telephone.

The Library reserves the right to:

- Limit group size based on available space and noise level of the group
- Supervise people in any area of the Library.
- Move backpacks.
- Ask any patron to follow Library policy
- Ask patrons over twelve years of age to leave the Library if they are not following Library policy. Limit Library access and call the parent or guardian of any patron under twelve years of age who is not following Library policy.
- Contact the police for any patron who: refuses to leave, causes Library Staff or Patrons to feel threatened and for children under 12 years of age whose parent or guardian cannot be reached.
- Require permission from the Library Director to take picture or video inside the Library, and require a signed release form of any person(s) that may be visible in any picture or video inside the Library.

Unattended Children Policy Approved by Board 11/23/2009

The Saxton B. Little Free Library wishes to provide an environment that is inviting, pleasant, and safe for all patrons of all ages. Children are encouraged to use and enjoy Library facilities and services. However, the safety of unattended children at a public library is a serious concern and should be addressed by parents and guardians.

Connecticut state statute states:

“Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years knowingly leaves such child unsupervised in a place of public accommodation...that presents a substantial risk to the child’s health or safety, may be guilty of a misdemeanor.” (Public Act NO. 97-298)

Responsibility for children using the Library rests solely with the parent or other assigned caregiver. *Parents and assigned caregivers, not the Library staff, are responsible for the behavior, safety and location of their children.* Library staff is not responsible for children coming to or leaving the building.

All children (attended AND unattended) are required to follow the Code of Conduct. Parents or guardians need to understand that if a child is not following the Code of Conduct, a staff member will address the issue with the child and/or the parent and guardian. Children over twelve years of age may be asked to leave the Library. Parents or guardians of children under twelve years of age who are in violation of the code of conduct will be contacted and requested that their child be picked up immediately.

Parents and guardians are responsible for noting Library hours and for making arrangements for their children to be picked up before the Library closes, and parents and guardians must not leave their children at the Library before it opens. If a parent or guardian does not arrive to pick up the child at closing, staff will make an attempt to locate the parent or guardian. If a child is unattended when the Library is closing or a parent or guardian is unreachable when a child is in violation the Code of Conduct, Staff will notify the police department.

SBL Patron Behavior Policy Rev. Board approved 5/18/2020

The Saxton B. Little Free Library is committed to the safety and respectful treatment of its staff and patrons and to the integrity of the institution. We ask that everyone respect and follow all posted rules and instructions, provided by the Library.

Patrons who engage in:

- threatening, bullying, or harassing behavior towards staff or other patrons including but not limited to verbal, written or electronic communication,
- conduct that may harm the Library physically or financially,
- actions that may damage the Library’s reputation,
- inappropriate behaviors towards the Library, patrons, or its representatives, including (but not limited to) the disregard of posted rules,

will be subject to consequence ranging from suspension of Library privileges, reporting to law enforcement, or legal action depending upon the severity of the infraction.

Any individual who disregards the rules and instruction provided by the Library or its staff, may be asked to leave the premises immediately. Failure to comply with Library staff’s request will result in the immediate contact of law enforcement.

Staff will report such behaviors to the Library Director immediately, if the Director is not present. The Library Director shall evaluate if suspension of Library privileges is appropriate and if further action is needed. The Library Director will inform the Board and keep them apprised of complaints and address actions taken in monthly Director’s Reports. Should a serious infraction occur which might require legal action, the Library Director will notify the Board immediately. The Board and the Library Director will then evaluate how to proceed.