

**DUCK CREEK**  
**REGIONAL LIBRARY**  
SMYRNA, DE

**Acceptable Behavior Policy**

The library maintains an atmosphere that promotes the use and enjoyment of its resources and services; promotes the safety of the public and library staff; and protects the building, furniture, equipment, and materials of the library. Patrons are expected to behave in such a manner that their actions do not interfere with the functions of the library or with the enjoyment of the library by other patrons or with their safety.

**While on library property:**

1. All persons shall respect the rights of others. No one shall harass, annoy, or interfere with any other person by means of physical contact, communication or other intrusive behaviors. No one shall interfere with library personnel in the performance of their duties.
2. Facilitated library programs, community partnerships events, and other open enrollment programs or courses are open to all, without discrimination, and are subject to library oversight/supervision. Private events, clubs, and meetings are similarly bound by library policy and may be subject to library oversight when deemed necessary by the library director.
3. Any activity that is inconsistent with normal library purposes is not permitted. Some examples include bathing, excessive periods of sleeping, or panhandling.
4. No one may deface, destroy, steal, move or misuse any library materials, furnishings, equipment or other library property. Patrons must abide by the Delaware Division of Libraries Computer Use Policy.
5. The use of alcohol, unless prior approval is obtained for use in reserved meeting rooms for a private gathering, or any drug constituting a controlled, dangerous substance as defined by law is not allowed. No one under the influence of alcohol or such drugs shall be allowed in the library or on its grounds.
6. Smoking, including the use of any tobacco products, e-cigarettes, and marijuana is not permitted anywhere in the library building or on its grounds.
7. Only law enforcement personnel maybe in possession of weapons or firearms within the library or on library grounds.
8. Patrons must be fully clothed while in the library. Shirts and shoes must be always worn.
9. Conversations shall be conducted at normal volume. Shouting, loud voices, abusive or offensive language are not allowed.
10. Computer and device users should wear headphones/earbuds when audio is in use to minimize disruptive noise.
11. Cell phone use should be kept to a minimum. Any necessary conversations should be conducted in low voice and with discretion, or outside the building.

12. Patrons shall dispose of litter and debris in designated trash/recycling containers and leave tabletops and chairs clean. At the conclusion of study and meeting room use every attempt must be made to return the space to its previous configuration and level of cleanliness.
13. Food is only allowed in designated non-collection areas for personal consumption or as part of a program or event with prior approval.
14. Animals, except for service animals as defined in the Americans with Disabilities Act, are not permitted except in connection with library programs.
15. Personal property should not be left unattended and may be subject to inspection by library staff if left unattended. Items left unattended, including documents, may be considered abandoned and will be disposed of by staff. The library is not responsible for lost or stolen personal property.
16. Restrooms are for public, and staff use only but may not be used for non-intended activities such as bathing or shaving.
17. Running, rollerblading, skateboarding and similar activities are not allowed inside the library.
18. Bicycles, motorbikes and similar transportation may not be brought inside the library or left in an area that blocks access.
19. No unauthorized sales, solicitations of contributions, or collection of signatures by any outside organization or individual are allowed for any reason or purpose.
20. Children 11 & under must be accompanied by a responsible adult throughout the library building.
21. The Children's Room is for children 11 and under; the Teen Lounge is for ages 12 to 18. Adults without children/teens present will be asked to move to another part of the library.

**Anyone who fails to meet these standards of acceptable behavior or any other library policy will receive a warning and may be required to leave the premises. If unacceptable behavior occurs again, the individual may be denied the privilege of library use for a set period or indefinitely. The Duck Creek Regional Library reserves the right to amend this policy at any time.**

**Thank you for helping library staff make the Duck Creek Regional Library a safe and enjoyable place for all who use the library.**