



Topsham Public Library Patron Rights and Responsibilities Policy

The Board of Trustees of the Topsham Public Library is the body responsible for the management of the library. All library patrons have the right to use the library and its resources in safety, confidentiality and privacy. The following are the responsibilities of library users:

- a. Any damage to building or materials should be brought to the attention of the library staff immediately. Fees for damaged or lost library materials must be paid promptly. The Topsham Public Library welcomes non-residents to purchase Topsham Library cards. The rate set for these cards approximate what Topsham tax-payers pay for library service. Billed items or outstanding fees of \$15.00 or more from other Maine libraries must be resolved before a Topsham card can be issued. The library reserves the right to restrict or cancel a library card if a patron chronically abuses library privileges.
- b. Abuse, violence, disruptive, lewd, threatening or illegal behavior will not be tolerated in any area of the library. Anyone exhibiting such behavior will be expelled from the premises immediately. The library premises include not only the building, but library grounds.
- c. Smoking/vaping or the consumption of nicotine products is not allowed anywhere in the building.
- d. The Library Director and staff are responsible for ensuring that all patrons use the library safely. All patrons must follow the directions of the library staff. As in most other public spaces, shoes and shirts are required.
- e. In order to maximize our patron's ability to enjoy the library, solicitations, petitions, distribution of printed materials, campaigning and sales of any kind are prohibited on the premises to the fullest extent permitted by law. Fundraising events for the library or Friends of the Topsham Public Library are exempt from this prohibition.
- f. Registered service animals are welcome in the library. Pets shall otherwise be kept outside of the building in accordance with the Town of Topsham's leash law.
- g. Parents and child caregivers may not leave children under the age of 11 years old unattended on library premises. Parents or guardians must **stay with** the children in their care at the library. Babysitters or caregivers of children under age 11 must be at least 13 years old.
- h. Bicycles may only be parked in the bicycle racks off the library parking lot.
- i. Patrons must observe all traffic signs and avoid stopping, standing or dropping off in the fire lane.
- j. Members of the public who violate this policy may have library privileges withdrawn temporarily or permanently by the Library Director. Such decisions may be appealed in writing to the Library Board of Trustees whose decision will be final.