

Code of Conduct

The E.C. Scranton Memorial Library and its staff are committed to providing a safe and comfortable atmosphere in which it can carry out its mission to fulfill the lifetime learning, information, cultural enrichment, and enjoyment needs of Madison's citizens of all ages in a comfortable and inviting community setting.

The Library asks for your cooperation in maintaining a welcoming environment conducive to this mission. Staff make every effort to apply these rules in a fair, dignified, and positive manner for the benefit of all.

1. The Library has a zero-tolerance policy for drugs, alcohol, smoking/vaping, harassment, violence, weapons, or discriminating/harassing language of any kind inside the Library and on Library grounds. The Meeting Room Use Policy and Guidelines have limited provisions specific to meeting spaces and events related to alcoholic beverages, which require special arrangements, insurance, and a permit as detailed in that policy.
2. Damage, misuse, or theft of Library materials, equipment, and property is not allowed. Interfering with the designated use of computers and networks is also not allowed.
3. Animals are not allowed in the Library building, except for service animals or when they are part of a Library program.
4. Posting notices, distributing written materials, requesting donations, proselytizing, soliciting or engaging in any commercial activity on library property must not be conducted without prior written approval of the Library Director.
5. Taking photographs, video recordings, or audio recordings in the Library requires prior approval from supervisory Library Staff.
6. Use of sports equipment, including rollerblades, roller skates, skateboards, and scooters are not permitted on Library grounds or inside the Library building.
7. Children under 12 years of age must be accompanied by an adult at all times in accordance with Connecticut General Statute 53-21a. Please see our **Unattended Child Policy** for more details.
8. Food may be consumed in the Café area of the library only. All beverages must have a lid or top in order to be brought into other areas of the library. Cooking is allowed only in library programs approved in advance by the Library Director.

Approved by the Library Board of Trustees 3/30/2020. Revised 9/19/2022. Revised 2/28/2023. Revised 10/5/2023.

Unattended Minor Policy

The E.C. Scranton Memorial Library welcomes and encourages children and teens to use our facilities and services. The Library is free and open to unaccompanied minors who are 12 years of age or older. Children under 12 years of age must be accompanied by an adult at all times in accordance with Connecticut General Statute 53-21a, except when attending children's programs for children only (as determined by the Head of Children's Services); at which time their parent, guardian, or supervising adult must remain in the building.

Responsibility for the care, safety, and behavior of minors using the Library rests with their parents or guardians at all times, accompanied or unaccompanied.

- **Children under the age of 12** may not be left unsupervised in the Library. Exceptions may be made during programs the library has designated as appropriate for children to attend on their own, at which time the person responsible for the child's supervision may be absent from the room, but must remain in the building. If a child under 12 is left unsupervised in the library, or is left at the library upon closing time, the staff member in charge will try to contact the child's parents or guardians. If contact cannot be made within 20 minutes, the police will be notified. Under no circumstances will a library staff member or volunteer drive a child home. After hours, at least two staff members will wait with the child until either the child's parents, guardians or the police arrive. For the purposes of this policy, an unsupervised minor refers to a child or teen who is in the library alone or a child whose parent, guardian, or supervising adult is in the library but is not adequately supervising that child.
- **Minors age 12 and older** may use the Library unaccompanied by an adult. Parents and guardians are responsible for the safety and conduct of their teen while on library premises, whether or not they accompany their teen to the library. Teens are expected to adhere to the same standards of conduct as adults. A teen who is not following the Library Code of Conduct may be asked to leave the premises. The library is not responsible for minors over the age of 12 after hours. Parents and guardians should be aware of the library's hours of operation and keep in mind that hours may change unexpectedly due to emergencies or inclement weather.

Use of the Children's Room and Teen Area by Adults

- Adults are allowed in the children's and teen areas when they are accompanying a minor or when they require access to the collection.
- Adults are welcome to use the group study room and seating areas located in the teen area when school is in session and those spaces are not being used by teenagers.

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