

Patron Library Use Policy

The Russell Public Library seeks to be an integral part of the Russell Community by offering a warm, responsive place for all people to gather, create, read, learn and belong. For the safety and comfort of library visitors, volunteers, and staff, and the protection of community resources, we ask that everyone know and abide by the following policy:

- Be respectful of other patrons, the staff, the space, and the library materials.
- Each adult patron will have their own library account which may include children under ten years of age. Children are eligible for their own library account at the age of 10 years old.
- The Russell Public Library respects and affirms the individual's right to access all library materials and services regardless of origin, age, background, or views. The determination of what library materials and services a person will use rests solely with the individual library user and is held private.
- All people regardless of origin, age, background or views, possess a right to privacy and confidentiality in their library use.*
- We uphold the principles of the American Library Association's Code of Ethics [Profession Library Code of Ethics](#) and Bill of Rights [Library Bill of Rights](#)*
- Library materials must be checked out before removing them from the building.
- Adult patrons may take out up to 14 items for a two week period (as materials may include materials for young children, as well as the adult), whereas children may take out up to five items per two week period.
- Patrons may keep materials for 2 weeks, and then renew for up to 2 times. No fines will be collected, however, no new materials will be lent to the patron until those items that are overdue are returned.
- It is the responsibility of the patron to pay for the replacement of damaged and lost materials borrowed from the library. This will be done in coordination with library staff.
- Children under the age of 10 must be accompanied and continually supervised in the library space and on the computers by a parent or caregiver. (15 years or over).
- Librarians, staff, and volunteers are not responsible for the direct supervision of children who are unattended in the space or on the computers.
- Patrons are expected to clean up after themselves.
- Disruptive or disrespectful behavior and/or language is not permitted and a patron may be asked to leave. It is at the discretion of the library staff what conduct constitutes disruptive or disrespectful behavior.
- All cell phones should be set to vibrate. Patrons should demonstrate respectful phone behavior.
- Only service animals are permitted inside the library; unless authorized by the library to support a program. No animals may be left tethered or unattended on library grounds.
- No food or drink is allowed; except when it is a part of an approved library program.
- The building and grounds are tobacco, smoke, alcohol, and drug free. Vaping and e-cigarettes are also prohibited.
- Canvassing, selling, soliciting, or distributing materials for profit is prohibited unless written permission is obtained in advance from the library director .
- Election-related activities are permissible on the grounds as long as they do not interfere with building access or normal library business. The Library is not responsible for the content or promotion of election related activities.
- Destruction or defacement of the library building, property, or library materials is punishable by law. (MASS. Gen. Laws Ch. 266, 99A)

- The library does not have a meeting room, therefore outside organizations may not use the library for meetings, as it will interfere with normal library business. Library staff must be present when the library is open, but are not available to work outside the library's normal schedule and library sponsored events.
- Weapons are not allowed on library property.
- Permission from staff to post flyers is required.
- Patrons may not donate or leave any books or materials without prior approval from the director.
- Bicycles are to be left on the rack and all outdoor recreational equipment should remain outside.
- Shoes and shirts must be worn in the library.
- Young people may display arts, crafts, Lego buildings etc. on the bottom shelf of the Children's Library reference shelves with a name and date card for the period of one week.