

Library Use Policy

For the comfort and protection of all who use the New Milford Public Library, library patrons are requested to observe the following guidelines:

1. Conversation and activity should be kept at a level that will not disturb other patrons.
2. Cell phones should be used only in the 3 foyers at the entrances to the library buildings. Patrons who receive calls must move to those areas to continue their conversations. Please lower the volume on ringers or use the vibration option.
3. Library property should be respected and not defaced or damaged.
4. Animals are not allowed in the library, except for service dogs.
5. Smoking is not permitted anywhere in the library or on library property.
6. Alcoholic beverages are prohibited.
7. Food and drink are not allowed in the library. Drinks must be covered and are not permitted on computer workstations.
8. Appropriate attire is required, including shirts and shoes.
9. Sleeping in the library is prohibited.
10. Solicitation is not allowed in the library. This includes:
 - a. solicitation of signatures on petitions;
 - b. sales of services or materials;
 - c. recruitment for employment or other services;
 - d. public opinion surveys (except for library surveys);
 - e. requests for donations, including receptacles for donations
 - f. requests for monetary or other personal assistance.

During Author Presentations, sales of their Books/Electronic Books will be allowed.

11. Prior approval of library administration is required to take photographs, video recordings or audio recordings in the library. Because the library is a limited public forum, library users are assured the right to privacy when using library resources and to the enjoyment of library services without harassment. As such, photography and video recordings are limited in the following ways:

- a. The taking of photographs or videos must not interfere with anyone's enjoyment of the library.
 - b. The photographer will honor the request of anyone in the library who does not wish to be photographed.
 - c. Minors may not be photographed or recorded without consent of a parent or guardian.
 - d. Photographers filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any images. The library undertakes no responsibility for obtaining these releases.
 - e. The taking of photographs or videos in areas of the library that are designated as non-public or requiring reservation is prohibited without prior approval of administrative staff.
 - f. Casual amateur photography by patrons and visitors wanting a memento of their visit is permitted in the library without prior approval as long as photographs only capture the image of the photographer and/or their companions.
12. Use of profane and/or abusive language is prohibited.
 13. Harassment of others, either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be harassing.
 14. Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening.
 15. Sound devices (portable players, computer sound capability, etc.) may be used in the library if they are used with headphones and the sounds are not audible to others.
 16. Roller blades, skateboards and other athletic equipment shall not be used in the library or on library grounds.
 17. Personal belongings must not block access to aisles or other access within the library.
 18. Patrons may not block access to any library entrance.
 19. All persons must leave the premises at closing unless they are participating in a library sponsored program.

Approved by the New Milford Library Board of Trustees on 2/15/2023