



8 Main Street
Frankford, DE 19945

Frankford Public Library Acceptable Use Policy

The Frankford Public Library is committed to providing a safe, welcoming, and conducive environment for all patrons to access and enjoy library resources and services. The following comprehensive policies are in effect:

1. Library Atmosphere and Conduct:

- a. 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.
- b. 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 behavior. No one shall interfere with Library personnel in the performance of their duties.
- c. Conversations shall be conducted quietly. Shouting, loud voices, abusive or offensive language are not allowed. Additionally, all electronic devices must be either silent or used with headphones.
- d. Personal belongings must not be left unattended. The library is not responsible for lost or stolen individual property.

2. Use of Library Facilities:

- a. Any activity that is inconsistent with normal Library purposes is not allowed. Some examples of this are bathing, washing laundry, sleeping, sexual activity, loitering, or panhandling.
- b. No one may deface, destroy, steal, move, or misuse any Library materials, furnishings, equipment, or other Library property. Patrons must abide by Delaware Libraries Internet Acceptable Use Policy.
- c. Only law enforcement personnel may be in possession of weapons or firearms in the library or on Library grounds.
- d. Patrons must be fully clothed while in the library. Shirts and shoes must be worn.
- e. Running, rollerblading, skateboarding, and similar activities are not allowed in the library or on Library grounds.
- f. Bicycles may not be brought inside the library or left in an area that blocks access in any way.
- g. The entrances to the library may not be blocked.
- h. No unauthorized sales, solicitations of contributions, or collection of signatures by any outside organization or individual are allowed.

3. Alcohol, Drugs, and Smoking:

a. The use of alcohol 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.

b. The Frankford Library is a smoke-free campus. Smoking and/or the use of tobacco, vapes, or any similar device is not allowed and subject to fines.

4. Children and Minors:

a. Children under 12 must be accompanied and supervised by a responsible adult (age 18 or older) while in the library building.

b. The accompanying adult should actively oversee the child's behavior, ensure their safety, and aid them in using library resources. Library staff members are not responsible for supervising or caring for unaccompanied children under 12.

c. If a child under the age of 12 is found unaccompanied in the library, staff members will make reasonable efforts to find the child's parent, guardian, or responsible caregiver. If a responsible adult cannot be found within a reasonable timeframe, staff members may ask the child to leave or contact a designated emergency contact provided to them by the parent or guardian.

d. Minors under 18 may not be left at the library after closing. Library staff will not remain on the premises past closing. The Police Department will be notified if minors are present and unaccompanied after closing hours.

5. Disruptive Behavior and Loitering:

a. Disruptive behavior includes any conduct that substantially interferes with the rights of others, disrupts library operations, or compromises the safety and well-being of patrons or staff.

b. Examples of disruptive behavior include excessive noise, verbal or physical harassment, aggressive or threatening behavior, vandalism, intoxication, loitering, or any other actions that disturb the library's peaceful atmosphere.

c. Loitering is defined as staying in the library without engaging in activities such as reading, studying, using library resources, attending programs, or seeking aid from library staff.

d. Library staff members are authorized to address disruptive behavior and take necessary measures to ensure the safety and comfort of patrons and staff.

e. Staff members will approach individuals exhibiting disruptive behavior or loitering respectfully and inform them of the policy violation.

f. Depending on the severity and nature of the disruption, staff may issue verbal warnings, request the individual to modify their behavior, or ask them to leave the library premises.

g. In situations where immediate danger or harm is involved, staff members may contact local authorities for assistance.

6. Food and Drink Policy:

a. Consuming food or beverages is prohibited in the library except during designated food-related activities or programs.

b. Food and beverages are especially not allowed at any computer desks or areas to prevent potential damage to electronic equipment and maintain a clean environment.

- c. Patrons participating in food-related activities or programs should be mindful of their surroundings and are expected to clean up after themselves.
- d. Exceptions to this policy may be made at the discretion of library staff for specific events or circumstances.

7. Internet Usage:

- a) The library provides internet access for educational, informational, and recreational purposes.
- b) Internet usage should align with the Delaware Libraries Internet Acceptable Use Policy, and excessive or prolonged use that hinders fair access to others may be considered loitering.
- c) Internet Access Addendum - Delaware Children's Internet Protection Act (DCIPA) Compliance:

This addendum governs the use of library-owned computers and the library's public network in accordance with the Delaware Children's Internet Protection Act (DCIPA), Title 29, Chapter 66C of the Delaware Code, and the Delaware Libraries Internet Acceptable Use Policy. It supplements, and does not replace, the Frankford Public Library Acceptable Use Policy.

I. User Eligibility and Authentication.

All users of library-owned computers must be registered library cardholders in good standing. Anonymous use of library computers is not permitted. Users must sign in with their library barcode and PIN. Computer guest passes may be issued at staff discretion for adults only. Guest passes may not be issued to minors under any circumstances. Staff may verify identity to protect patron accounts and system security.

II. Internet Access Choices for Minors.

For applicants under 18, a parent or legal guardian must be present during library card registration and must select the level of Internet access to be associated with the minor's card. The library provides the following choices, subject to technology and availability:

- Unrestricted Internet Access on library-owned computers.
- Limited Access for Minors, which may include filtered workstations or access limited to age-appropriate electronic library resources and collections.
- No Internet Access on library-owned computers.
- A parent or legal guardian may request a change to the selected access level by submitting an updated, signed authorization. The library will apply changes as promptly as practicable.

III. Personal Devices and Wireless Use.

Patrons using personal laptops, tablets, or phones on library premises must follow the library's policies. Parents and guardians are responsible for placing controls or restrictions on personal devices used by minors in the library. Wireless access may be unfiltered and is provided as a convenience subject to capacity and security limitations.

IV. Prohibited Conduct.

Use of library systems to engage in unlawful activity or to access obscene visual depictions is prohibited. Patrons must comply with all applicable local, state, and federal laws, including those governing copyright and computer security.

V. Enforcement and Sanctions.

The library may enforce this policy through measures that include warnings, temporary suspension of computer and network privileges, longer suspensions for repeated or serious violations, and referral to law enforcement when required by law. The library may cooperate with other Delaware public libraries to share information necessary to administer suspensions across the statewide system where appropriate.

VI. Notice, Posting, and Distribution.

A current copy of this policy and addendum will be posted in the computer area and made available at

service points and on the library's website. New cardholders will receive a copy at registration. Parents and guardians of minors will receive the minor access selection form and this addendum when applying for a card.

VII. Privacy and Security.

The library strives to respect user privacy while operating in shared public spaces. Workstations are in public areas and may be visible to others. The library may collect anonymous usage statistics and may monitor activity as necessary to protect network security or when required by law.

VIII. Administration and Review.

Questions about this addendum may be directed to library administration. The library will review these provisions periodically to reflect changes in law, guidance from the Delaware Division of Libraries, and operational needs.

8. Requests for Additional Assistance:

a. The library strives to provide information and resources to patrons, but certain requests for personal items or services (e.g., food, toiletries, transportation) fall outside the scope of library responsibilities.

b. Library staff will provide information on local community services or refer individuals to appropriate agencies that can better aid with personal needs.

9. Library Programs and Events.

a. For library programs and events: Programs and events will be offered for different age groups, including children, teenagers (ages 12 to 18), and adults. The program description will clearly show the target age group and any specific attendance requirements. Attendance requirements may vary depending on the program's nature and content, ensuring a safe and welcoming environment for participants. Programs for teenagers and adults generally allow independent participation, but participants are expected to adhere to this policy and any program-specific guidelines.

b. For programs targeting children under the age of 12, parental or guardian presence is required, depending on the program's nature and age appropriateness.

10. Notification and Communication:

a. The library will prominently display signage at entry points and in appropriate areas.

b. This policy will be periodically reviewed to ensure its effectiveness and adherence to local regulations and community needs.

c. Any amendments or updates to the policy will be communicated to library staff and made available to the public through proper channels.

By implementing these policies, the Frankford Public Library aims to create a safe and inclusive environment that encourages the use and enjoyment of library resources while respecting the rights and needs of all patrons.

Effective Date: 12-3-2025

Approved by the Board of Trustees: 12-2-2025