

## Patron Code of Conduct

In order to protect the rights of users and employees, to preserve and protect library materials and facility, and to maintain the environment and atmosphere essential to the proper operation of the library facilities, the following Rules of Conduct have been adopted by the Library Board.

The Board authorizes the director or director's designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

Upon awareness of a violation, library employees are authorized to bring any act or omission that violated these rules or detracts from the decorum of the library to the individual's attention. If a change in behavior conforming to the rules is not evident or forthcoming, that individual will be asked to leave the library building and property. If necessary, the police may be called for assistance.

Depending on the severity of the behavior, an individual may be barred from returning to the library by the Director. To be readmitted, an individual, or a juvenile and parent/guardian, must meet with the Director to seek readmittance. The Director will then present the request to the Board for a determination on whether the individual will or will not be readmitted.

Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct includes but is not limited to:

1. Loud or boisterous behavior
2. Conversation that is excessively disturbing to other individuals or employees
3. Profanity or other abusive language toward other individuals or toward employees
4. Abusing library furniture, equipment, or materials
5. Running in the building
6. Harassing others, either verbally or through actions
7. Fighting on library property
8. Using tobacco in any form while inside the library building
9. Possession, sale or use of alcoholic beverages or illegal substances on library property
10. Eating or drinking except for groups sanctioned by the Director and/or Board
11. Use of cell phones in the library. Cell phones are to be turned off or silenced before entering the library. Cell phones may be used in the lobby and stairwell as long as such use does not disturb other people.
12. Buying or selling of any kind, or soliciting for personal gain or charitable purposes.
13. Using radios, tape players, or other personal listening equipment at a level that can be heard by others.
14. Skateboarding/skating anywhere on library property
15. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities, with the exception of those activities done in conjunction with library business or for academic purpose as deemed an appropriate use of the library by the director or board.
16. Bringing animals other than guide dogs or other official service animals into the library building, with the exception of those used in library programming.
17. Not wearing shirt and shoes
18. Using emergency exits at times other than an emergency

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, personal computers, etc. for library materials.

If an individual is asked to leave the building, the staff member involved with the patron must complete an incident report. This report will be kept on file in the Director's office for three years.