Library Patron Code of Conduct

The purpose of the Library Patron Code of Conduct is to maintain a safe and pleasant environment for all Library patrons. It also ensures access to Library facilities, the safety of users and staff, and the protection of the Library collection, equipment and facility.

Patrons have the responsibility to use the Library in a manner that a) does not interfere with the rights of other individuals to use Library materials, resources, and services; b) does not limit the ability of Library staff to conduct Library business; and c) does not threaten the secure and comfortable environment of the Library. Library users are expected to conduct themselves in a manner that does not violate the rights of others, and does not result in damage to Library property.

Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

1. Willfully annoying, harassing, or threatening another person.
2. Consuming alcohol or controlled substances, being intoxicated, smoking, or using tobacco products.
3. Using or defacing the Library building, furniture or equipment in a manner that could cause harm to self, patrons, staff, or personal or public property.
4. Soliciting, fundraising or selling or posting notices.
5. Behaving in a loud, boisterous or disruptive manner. Fighting or threatening to fight, running, pushing, shoving or throwing things.
6. Leaving unattended personal items in the building. The Library assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 30 minutes may be removed.
7. Entering non-public areas unless accompanied by a staff member or through prior authorization from a staff member.
8. Having offensive hygiene, odor or scent that constitutes a nuisance to other persons.
9. Failing to exit the building at closing or not following directions from staff during an emergency.

10. Use of mobile devices for verbal communication is prohibited inside all Library buildings; the use of mobile devices for wireless Internet, text messages, e-mail, and downloading Library e-content is permissible. Computers, mobile devices, and audio devices may be used with headphones for instructional or recreational purposes without disrupting patrons near them.

11. Leaving children under nine (9) years of age unattended or out of sight of a responsible caregiver at any time.

- **VIOLATION of MINOR CHILDREN** in the LIBRARY POLICY: After one warning to both child and caregiver, both will be asked to leave the Library. Police will be called if no caregiver is found.

**The Library cannot assume responsibility for the care and supervision of children. Parents and caregivers of children under nine (9) years of age are to remain in the Library at all times, including when a child is in a Library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

- **VIOLATIONS of CODE OF CONDUCT:**

  1) Violators will receive a warning and an opportunity to cease inappropriate behavior
  2) Repeat violations may result in suspension of library privileges for a minimum of 24 hours
  3) Continued violation will result in a longer suspension of library privileges including possible banning from the library for a lengthy duration that could result in permanently denied services.

- Local law enforcement will be called immediately if situation warrants.

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4) If the patron wishes to lodge a formal complaint, he/she should be given a “Request for Reconsideration of a Library Policy, Rule, or Decision Form.” The patron must be advised that the matter will be referred to the Director. The original copy of each form completed will be sent to the Director. A copy of the complaint form will be kept at the Branch where it was completed.

5) After carefully reviewing the complaint, the Director will contact the individual with his/her decision. However, if the complainant is still not satisfied, the Director will present the complaint to the Library Board of Control. The decision of the Board of Control will be final. The President of the Library Board of Control will report the Board's decision to the complainant in writing.