

CODE OF CONDUCT - PATRON BEHAVIOR

The Board of Trustees established the Code of Conduct for Patron Behavior to protect the safety of library patrons and staff, preserve and protect the Library's resources, and provide a positive atmosphere that is conducive to appropriate use of the library and its services. All patrons are required to comply with the Code of Conduct while in the library and on library property.

Anyone who engages in conduct that unreasonably disrupt or violates the atmosphere of the Library may <at the discretion of the Director, Manager or staff in charge> be asked and required to leave the Library premises.

While in the library, we ask that you:

- **Be respectful of other library users, library staff and library property.**
- Approach staff if you have any direct concerns.
- Properly use books, materials and technology.
- Wear shoes and a shirt at all times, with clothing buttoned and zipped as appropriate.
- Use cell phones courteously.
- Have food and covered drinks at table/booth areas only.
- Covered drinks are allowed at computers; no food is allowed at any library computer.
- Walk; don't run.
- Speak in moderate tones at all times.
- Use the Quiet Reading Room or Study Room as more designated "quiet" zones.

While in the library, we ask that you NOT:

- Eat at any library computer.
- Change clothes, shave or bathe in the restrooms.
- Sell and/or solicit for services, money or other items.
- Distribute or post printed materials/items not approved by Library Administration.
- Bring animals into the library, other than assistance animals.

Behaviors prohibited in the library include, but are not limited to the following:

- A. Fighting or altercation
- B. Verbal or physical abuse of other visitors or staff
- C. Use of profanity and/or offensive language
- D. Defacing and/or mistreating Library property
- E. Sending a false fire alarm
- F. Using emergency exits when no emergency exists
- G. Taking materials from the Library without first checking them out
- H. Smoking, or use of alcohol
- I. Failing to leave the premises promptly at closing time, during emergency closings or as directed by Staff.

ZERO TOLERANCE

IMPORTANT: There will be "zero tolerance" for any behavior deemed illegal or that threatens the safety of others. This behavior will result in an immediate suspension from the facility, the duration of which will be determined by the Library Director. Activities that result in immediate suspension include:

- ◆ Engaging in disorderly conduct of any kind, fighting or challenging to fight; escalating situations.
- ◆ Using obscene/offensive words.
- ◆ Carrying weapons of any type
- ◆ Soliciting, selling or using drugs.
- ◆ Destruction of property or theft of materials.

Staff may call the Police at any time, for any concern.

~Any violation by a minor of Library regulations shall be reported in writing to the parent(s) or legal guardian(s) of such minor.