

## Conduct in Library Policy

### Patron Responsibilities and Conduct

The purpose of the Library's Rules of Conduct is to protect the rights of individuals who are in the library to use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities.

For these purposes, the library board of trustees has approved the following guidelines for conduct:

1. All persons are welcome in the library. Parents or guardians are responsible for the conduct and safety of persons under their care.
2. Library materials must be properly checked out at the circulation desk. Certain materials, such as some of the reference books, may not be removed from the library.
3. Library furniture and equipment available for public use must be used for their intended purpose.
4. Library staff reserves the right to inspect all bags, briefcases, backpacks, containers, books and any similar items.
5. Library telephone may be used for local calls only.

The following forms of conduct are not permitted:

1. Entering the library without proper attire, including shoes and shirts.
2. Behavior that may result in disturbing other library users, including but not limited to: loud talking, running, shoving, throwing things, physical or verbal harassment or threats.
3. Removal of library materials or equipment or intentional defacement or damage to library materials or facilities.
4. Unauthorized or unscheduled group meetings or activities.
5. Food and beverages, except in approved areas by prior agreement.
6. Use of tobacco, alcohol or illegal substances.
7. Use of audio equipment, with the exception of personal listening devices.
8. Cell phone usage.
9. Sleeping.
10. Carrying, displaying or drawing any unauthorized or dangerous weapon.
11. Entering non-public areas such as staff office and storage areas.
12. Animals, except service animals.
13. Any form of sexual misconduct, including exposure, offensive touching, or sexual harassment of other patrons or staff.
14. Selling, advertising, petitioning or soliciting for contributions or support.
15. Any illegal act or conduct in violation of federal, state, or local law, ordinance, or regulation.

Violation of any of the above rules may result in expulsion from the library.

Approved by Board of Trustees  
September 18, 2003