



## General Rules of Conduct

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In order to provide a secure and comfortable environment for all library customers and employees, the library reserves the right to respond to any and all conduct that disturbs library customers or employees, or that hinders others from using the library or library materials.

### Conduct at the Library

Disruptive behavior affecting customers or staff is prohibited, including but not limited to:

- Fighting, threatening the safety of others, or provoking violence
- Harassing or inappropriate language or behavior (including during online or phone interactions)
- Damage to, or destruction or theft of library materials or property
- Being under the influence or in possession of alcohol, cannabis, or any illegal substance
- Smoking, vaping, use of tobacco products, or use of cannabis inside the library or within 30 feet of entrances, exits, air intakes, or designated outdoor seating areas
- Possession of weapons or look-alike weapons
- Bathing, shaving, or washing clothing in public restrooms or other areas
- Prolonged or habitual sleeping
- Soliciting of any type inside the library
- Bringing pets or animals into the library, other than authorized service animals
- Disorderly, disruptive, or unruly conduct
- Any other unlawful conduct, or any other unacceptable conduct as determined by library management or person-in-charge

Covered beverages are allowed in library buildings; however, eating is limited to designated lobby and vending areas.

Customers are expected to wear appropriate clothing and footwear at all times.

The use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others.

Customers who disrupt others' use of the library due to offensive odor will be asked to leave, and will be welcomed back once the odor has been addressed.

Campaigning and petitioning are permitted outside library buildings and on public sidewalks, as long as other customers are able to enter and exit the library without interference. When the library is a polling place, no Election Day political campaigning or electioneering is permitted.

Library materials must be properly checked out before removal from the premises. Customers may be asked to provide proof of checkout. A staff member may ask to inspect a customer's personal belongings before he or she leaves the premises.

## **Enforcement**

Enforcement of the General Rules of Conduct will be conducted fairly and reasonably. A person whose behavior violates any of these rules will be informed of the rules and asked to cease the behavior.

The library reserves the right to require anyone violating the General Rules of Conduct or refusing to comply with staff instructions to leave library property. Serious or repeated misconduct may lead to the person having his or her library privileges limited or suspended for a period of time depending on the severity of the offense.

A person whose behavior violates any of these rules may be asked to provide identification, including their library card. Refusing to provide identification or giving false information may result in being required to leave the premises or in having his or her library privileges limited or suspended.

A person responsible for damage to, or destruction or theft of library property will have his or her library privileges suspended immediately. Privileges are not eligible to be reinstated until the person has compensated the library for the full cost of damage, destruction or theft.

A person who feels his or her library privileges have been wrongly limited or suspended may appeal the decision in writing to the Executive Director. The decision of the Executive Director will be final.