

CODE OF CONDUCT AND SUSPENSION POLICY & PROCEDURE

Policy Statement

The board of trustees and library director are responsible for determining the rules of behavior necessary to protect all library users' rights of access to library facilities and materials, to ensure the safety of users and staff and to protect Library resources and facilities from damage. The purpose of the code of conduct is to provide a safe, comfortable, and convenient library environment. All applicable federal, state, county, and municipal laws will be followed. Members of the library staff have the right to exclude from the use of the library any individual who violates these rules. The board and staff have taken a zero-tolerance stance against the use of violence or the expressed threat of violence. Threats or actual physical violence will result in immediate expulsion from the library and a minimum of one-year suspension of all library privileges.

Abuse of Privileges

The following are examples of abuses that may result in the suspension of some or all library privileges.

1. Failure to comply with directions or instructions of library staff.
2. Repeated violations of established library rules or policies.
3. Acting in a manner that disrupts the customary operation of the library.
4. Acting in a manner that interferes with, annoys, disrupts or threatens other patrons or staff.
5. Causing the damage or loss of library property and materials or failing to reimburse the library for reasonable costs of damaged or lost property or materials.

THE FOLLOWING BEHAVIORS ARE EXPRESSLY PROHIBITED:

- Physical, sexual, or verbal harassment of patrons or staff
- Damaging, defacing, endangering, or misusing both interior and exterior library property
- Disturbing or offending other patrons or staff
- Running, throwing objects, swearing, yelling, or spitting
- Failing to leave the premises promptly when asked, , during an emergency evacuation, or at scheduled closing time
- Soliciting, displaying, selling, or distributing goods or services in the library or around its entryways
- Consuming, or openly displaying, food and beverages
- Use of roller blades, skateboards, bicycles, yo-yos, and similar equipment
- Failure to wear shoes, a shirt, or other clothing that appropriately covers the body
- Inappropriate or unsafe use of furniture, walkways, and personal belongings
- Use of library meeting rooms or study cubicles without the prior permission of staff
- Use of tobacco products

- Possessing or using alcohol or other controlled substances
- Loitering or congregating so as to disrupt or hinder the use of, or entry to, the library
- Carrying/concealing weapons or the use of ordinary items as weapons
- Physical violence or the threat of violence
- Producing excessive noise
- Displaying pornography or other material harmful to children
- Maliciously accessing, altering, deleting, or destroying computer hardware and software

Warnings

In most cases, two verbal warnings will be issued to any person or group that violates the rules. A third violation will result in expulsion from the library and its grounds. However, no warning is required if, in the judgment of library staff, the behavior in question (a) violates federal, state, county, or municipal laws, or (b) poses an immediate threat to the safety or well-being of other library users or staff