



## **Patron Code of Conduct Policy**

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The purpose of the Walworth-Seely Public Library Patron Code of Conduct is to maintain a safe and pleasant environment for all library patrons, as well as library employees. 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:

- Does not interfere with the rights of other individuals to use library materials, resources, and services
- Does not limit the ability of library staff to conduct library business
- Does not threaten the secure and comfortable environment of the library

Disruptive activities and behaviors which will not be tolerated include, but are not limited to:

- excessively loud conversation or laughter;
- taunting, teasing, and/or BULLYING of any kind will not be tolerated;
- harassment in any form including but not limited to an individual's actual or perceived: race, color, sex, age, creed, disability, religion, citizenship, national origin, ancestry, military status, marital status, familial status, credit worthiness or credit history, gender identity or expression, sexual orientation, or any other status protected by law;
- boisterous behavior such as shouting, running, pushing, shoving, or throwing things;
- eating or drinking (except in designated areas);
- damaging books, computers or other Library property;
- viewing sexually explicit images on a computer;
- playing audio equipment loudly enough to disturb others;
- threats or verbal abuse directed against Library patrons or staff; refusing to comply with requests from Library staff to desist from any disruptive activity or harassing behavior
- The unauthorized transportation, use, or storage of any firearms, weapons and/or explosives is prohibited



For reasons of public health and safety, the Library reserves the right to ask patrons to leave who are not attired appropriately. Patrons of all ages shall be fully clothed (shirt and pants/shorts), including footwear or infants in socks. Final judgment of what is or is not proper attire shall rest with the library director. This policy applies to patrons of all ages.

Children under the age of 12 must be accompanied by a parent or guardian or caregiver.

It is at the library staff's discretion to determine if the patron is engaged in any prohibited or disruptive conduct. 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, illegal substances, being intoxicated, smoking, using tobacco products or vapor cigarettes.
3. The consumption of food is prohibited except during library programs by arrangement. Non-alcoholic beverages in covered containers may be consumed.
4. 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.
5. Soliciting, petitioning, and posting notices, fundraising, selling, canvassing or distributing any written material unless authorized by the Library Director.
6. Behaving in a loud, boisterous or disruptive manner. Fighting or threatening to fight, running, pushing, shoving or throwing things.
7. Staring at or following another patron or library staff member in a manner which is intimidating or can reasonably be expected to disturb.
8. Using a cell phone, pager, audio player or other electronic device in a manner that is disruptive.
9. Impeding access, under any circumstances, to the building or an area of the building or blocking book stack aisles.
10. Running or use of roller blades, skateboards, scooters, bicycles or other wheeled transport on library property. Only wheeled or motorized vehicles necessary for personal mobility are permitted. The library cannot be responsible for any of the above left outside the library.



11. Bringing animals into the library, except service animals as defined by the Americans with Disabilities Act § 35.136. Other animals may be allowed at the discretion of the library staff.
12. 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.
13. Leaving suspicious packages that, in the opinion of staff, are of potential threat. These items may be removed from the premises without notice.
14. Entering non-public areas unless accompanied by a staff member or through prior authorization from a staff member.
15. Having offensive hygiene, odor or scent that constitutes a nuisance to other persons.
16. Failing to exit the building at closing and or not following directions from staff during an emergency.
17. Relocating or tampering with tables, chairs, equipment or other furniture without staff permission.
18. Failure to return library materials or unauthorized removal of library materials from the library.
19. Failure to pay fines and/or fees.

Library staff will intervene to stop any disruptive activity or behavior. Serious or repeated violation of the rules may result in a patron being banned from the library and/or be permanently denied services. Any person who fails to comply with a request from library staff shall be considered to be trespassing, and the librarian or staff member in charge will contact the police.

The Patron Code of Conduct Policy is to be adhered to by all library employees. Library staff violating this policy will be notified by the Library Director. The Library Director will refer to the Library's Personnel Policy for appropriate action.