

## CONDUCT POLICY

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; and does not threaten the secure and comfortable environment of the library.

Prohibited conduct includes any illegal activity and may include, but is not limited to:

1. Willfully annoying, harassing, or threatening another person.
2. Consuming alcohol or controlled substances, being intoxicated, smoking, or using tobacco products.
3. Consuming food or beverages in such a way that could damage library property.
4. Using library building, furniture or equipment in a manner that could cause harm to self, patrons, staff, or personal items.
5. Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the director or his/her designee.
6. Picture-taking or videotaping of people, unless authorized by the director or designee and by the patron(s) involved, or their parents if minors are present.
7. Behaving in a loud, boisterous or disruptive manner that is not solely caused by a disability.
8. Using electronic devices in a loud manner that disturbs library operations or other patrons.
9. Impeding access to any area of the building.
10. Bringing non-service animals into the library.
11. Leaving unattended personal items in the building. The library assumes no responsibility for lost, stolen, or unattended personal items.
12. Leaving suspicious packages that are of potential threat. These items may be removed from the premises without notice.
13. Entering non-public areas, unless accompanied by staff or through prior staff authorization.
14. Exhibiting offensive odor or scent that constitutes a nuisance to other individuals.
15. Failing to exit the building at closing or evacuating as directed during an emergency.
16. Intentionally removing library property or materials without checking them out.
17. Intentionally mutilating, altering or damaging library facilities or property.

Children under the age of 6 must be accompanied at all times by a responsible older party, such as a parent, guardian, or caregiver.

If a child under 6 is left unattended, efforts will be made to locate the parents/caregiver. If the parent/caregiver is not located within one hour, or if the library is closing, the police will be called to assume responsibility for the child.

The library assumes no responsibility for children left unattended, and staff will not supervise, accompany, or escort them if they leave the premises.