



# Code of Conduct

The Board of Trustees established the Code of Conduct to protect the rights and safety of library patrons and staff, preserve and protect the Library's resources and provide an atmosphere that is conducive to appropriate use of the library and its services. All patrons are required to comply with the Code of Conduct while in the library and on library property.

*Please be respectful of other patrons, library staff and library property. Any behavior that is disruptive to library use is prohibited.*

## Rules that adult visitors should know:

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- Computer resources and WiFi access for adults are available in the Reference and Readers Services Department. Computer resources and WiFi access for children and parents/caregivers accompanied by children are available in the Youth Services Department. Use of computer resources and Wifi access must comply with the Library's Internet and Computer Use Policy.
- To maintain a safe environment, adult visitors to the Youth Services Department must be accompanied by a child.

## Rules that parents and caregivers should know:

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- Children under age 9 must be with a caregiver at all times. Caregivers should be at least 16 years old and mature enough to follow the rules and guidelines.
- Children 9 years of age or older may visit by themselves, use computers and attend classes and programs without a caregiver.
- For programs that children under the age of 9 attend independently, the caregiver must remain in the Library.
- Monitoring your children's use of library materials is your responsibility. The Library does not restrict children's access.
- Respect closing times. Please ask a staff member if unsure of closing time before dropping off children. Police will be notified 15 minutes after closing if an unaccompanied child under the age of 14 is in the building.

## While in the Library, we ask that you:

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- Enjoy covered drinks. Food is allowed only in meeting rooms during authorized events.
- Speak in moderate tones at all times.
- Walk, don't run.
- Use books, materials and technology respectfully.
- Dress appropriately including shoes, tops and bottoms.
- Use cell phones discreetly.

## While in the Library, we ask that you NOT:

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- Leave items unattended; staff is not responsible for lost or stolen items.
- Distribute or post printed materials/literature not approved by Library Administration.
- Bring animals into the facility, other than assistance animals.
- Bathe in the restrooms.
- Sell and/or solicit for services, money or other items.
- Fight or harass visitors or staff.

**IMPORTANT:** There will be "zero tolerance" for any behavior deemed illegal or that threatens the safety of others. This behavior will result in an immediate suspension from the facility, the duration of which will be determined by the Library Director. Activities that result in immediate suspension include:

- Harass staff or visitors.
- Carrying weapons of any type.
- Soliciting, selling or using drugs.
- Destruction of property or theft of materials.
- Engaging in disorderly conduct of any kind, fighting or challenging to fight, or using obscene/offensive words.