

# 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, on Library property, or at offsite Library-sponsored programs.

*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:

Computers and electronic resources for adults, ages 18 and older, are accessible in the Adult Services Department. Computers and electronic resources designated for children, teenagers ages 17 and under, and accompanying parents or caregivers are available in the Youth and Teen Services Department.

Use of computer resources and Wi-Fi access must comply with the Library's Internet and Computer Use Policy.

To maintain a safe environment, adult visitors to the Youth and Teen Services Department must be accompanied by a child.

## Rules that parents and caregivers should know:

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 the 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:

- Enjoy covered drinks and snacks in designated spaces.
- Speak in moderate tones at all times. Use electronic devices such as cell phones, tablets, and laptops discreetly.
- Be considerate of others by avoiding strong odors, including potent food smells, body odor, cigarette or cigar smoke, and intense fragrances.
- Refrain from aggressive or harassing behavior toward staff or visitors.
- Use Library property, such as furniture, materials, and technology, respectfully and as, and for whom, intended.
- Use the public restrooms for their intended purpose only; and, do not bathe, shave, do laundry, or other improper use.
- Keep your personal belongings with you at all times; Library staff is not responsible for lost or stolen items.
- Obtain approval by Library Administration to distribute or post printed materials/literature.
- Bring only service animals into the Library.
- Refrain from selling and/or soliciting for services, money, or other items.
- Dress appropriately at all times including shoes, tops and bottoms.
- Walk, don't run.

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

- *Harassing 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.*