



# Patron Rules of Conduct

**Adopted:** September 17, 2015

**Revised:**

## **Policy Statement**

These rules of conduct are for the comfort, safety, and protection of all Library patrons and Library staff. Library staff will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

## **1. Dangerous, destructive, or illegal conduct, including but not limited to the following, will not be tolerated:**

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging, destroying or stealing Library property, or the property of others.

**1.1** Any patron displaying any of these behaviors will be instructed to cease immediately and leave the Library space if he or she is endangering others. Law enforcement will be called and appropriate legal action will follow. In addition, based on the severity of the situation, a suspension of Library privileges for up to one year will be applied without advanced warning or prior suspension.

## **2. The following behaviors are also prohibited:**

- Using harassing or insulting language.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
- \*Leaving children under 12 unattended by a parent or authorized adult. \*See section 4 for more details.
- Abuse, improper or unsafe use of furniture, equipment, or materials.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Petitioning, soliciting, or selling merchandise or services without written permission from the Library Director. This includes posting or leaving unauthorized materials.
- Blocking Library entrances or exits with bicycles, strollers, skis, snowboards, etc., or leaving animals unattended on Library property.

- Participating in any activity in the Library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering Library with animals other than service animals authorized by law.
- Riding skates, roller shoes, skateboards, or similar equipment.
- Smoking.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons or staff.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Entering staff-only areas without permission.
- Unreasonable use of restrooms, including laundering, bathing, and shaving.
- Lying on the floor or sleeping.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.

**2.1** Any patrons displaying these behaviors will be addressed in the following manner and staff must fill out an Incident Report and turn it in to the Branch Manager or Library Director:

- First Violation: Initial warning, given copy of Patron Rules of Conduct.
- Second Violation: Library privileges suspended for one day.
- Third Violation: Library privileges suspended for seven days.
- Fourth Violation: Library privileges suspended for up to one year.

**2.2** If you observe anyone violating any of these rules of conduct, please inform a Library staff member.

### **3. Library Food & Drink Policy**

**3.1** The purpose of this policy is to provide guidelines that will help protect the Library's materials and facilities. Eating and drinking is allowed in most places in the Library described in the following general rules. Violations of this policy will be addressed using the same guidelines outlined in Section II if staff deems it necessary. The rules are subject to change if necessary:

- Hot and cold beverages are allowed in covered containers; alcoholic beverages are not permitted.
- Eating at the computer terminals is prohibited.
- Please avoid bringing foods into the Library that are odorous, greasy, sticky, or noisy when eaten. Please wash your hands after eating before you handle Library materials or use the computer terminals.

- Please clean up any food or drink spills. If the spill is large and you cannot clean it up yourself (for example, spilled drinks on the carpet), clean it up as well as you can and notify the circulation desk staff.

## **4. Unattended Children Policy**

**4.1** The Summit County Library welcomes children of all ages. Library staff strives to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings. Any public place may be dangerous for a child who is left unattended even for brief periods of time. In addition, Library facilities are neither designed nor licensed to provide childcare. A child left alone at the Library without a responsible caregiver may become bored, fatigued, or frightened and this may lead to behavior that disrupts the Library services that staff provides to them and/or others.

**4.2** Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library. If a child under the age of 12 is found to be unattended in any area of the Library, or any child is found frightened, crying, or otherwise in distress, staff will attempt to locate the child's parent or caregiver. If Library staff cannot find the child's parent or caregiver, law enforcement will be notified and assume care of the child.