## **Patron Responsibilities and Rules of Conduct**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ serves all residents of the community and the surrounding region. Service will not be denied or abridged because of religious, racial, social, economic, or political status; mental, emotional, or physical condition; age; or sexual orientation.

It is a patron’s responsibility to maintain necessary and proper standards of behavior in order to protect his or her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, may be subject to arrest by law enforcement officers.

The use of the library may be denied for due cause. Such causes may include:

* + Failure to return library materials or to pay penalties.
	+ Destruction of library property.
	+ Disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
1. Rules of Conduct

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

* + Patrons shall respect the rights of staff, volunteers, and other patrons; profanity, name-calling, and other disruptive behaviors will not be tolerated.
	+ Patrons are responsible for the behavior and supervision of their children; children age 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
	+ Smoking, chewing, and other tobacco use on library property is prohibited.
	+ Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
	+ Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library.
	+ Service animals, but no pets, are welcome in the library.
	+ Patrons must wear shoes and shirts at all times in the library.
	+ Patrons are responsible for their personal property and should not leave items unattended.
	+ Bicycles and other large objects must be left outside (bike racks are provided); skateboards/skates must be left at the circulation desk.
	+ Patron’s personal hygiene (body odor) should not interfere with other patrons’ ability

to use the library.

1. Enforcement

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

* + For minor violations, the staff person may simply ask the patron to comply with the rule.
	+ For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave \_\_\_\_ premises and not return the same day.
	+ Any instance of serious violation shall be reported to the \_\_\_\_ library director or designee, who shall decide whether an additional sanction is appropriate. First-time offenders will be excluded from \_\_\_\_ for a period of 30 days. A second violation results in a 90-day exclusion and a third violation results in a 180-day exclusion.
	+ When persons under the age of 18 have been excluded, they must meet with library staff to discuss their behavior before the exclusion will be terminated.
	+ Failure to leave or re-entering \_\_\_\_ property prior to termination of a suspension will be constitute a trespass.
	+ Any criminal activity shall be reported to the appropriate law enforcement agency.