

## **Code of Conduct**

The Board of Trustees of the Haworth Municipal Library is committed to ensuring that the Library maintains an atmosphere conducive to the enjoyment of Library facilities for all of its patrons. The Board is authorized to establish rules and regulations for the protection of Library facilities, resources, patrons, and staff. The Library Director is authorized by the Board to interpret and enforce these rules and regulations in the best interest of the residents of Haworth and of all its patrons.

### **Principles of Conduct**

The Library serves various functions for patrons, including that of a community information center, a place to study, and a place to find cultural and recreational materials and activities. Library patrons must observe the following principles of conduct:

- Speak in normal or quiet tones of voice.
- Respect others, including their rights and personal property.
- Respect Library property and staff.
- Refrain from actions that are not conducive to reading and to the appropriate use of the Library by other patrons.
- Place cell phones and other devices on vibrate or silent feature; Hold conversations outside of building.
- Use of the Children's Room is limited to children through the 6th grade, adults accompanying those children, and to adults using the children's collection.

### **Prohibited Activities**

The following activities and behaviors seriously interfere with the activities normally associated with the use of a public library and are prohibited in the Haworth Municipal Library:

- Actions or behaviors that interfere with the operations of the Library
- Refusal to follow the direction of staff
- Illegal activity
- Bringing weapons into the library unless authorized by law. It is incumbent upon those in possession to abide by all applicable concealed weapons laws
- Possessing, consuming or being under the influence of alcohol or illegal drugs
- Violation of an active trespass warrant
- Harassing, intimidating, stalking or prolonged staring at other customers or staff
- Verbal or physical abuse or harassment of library customers or staff
- Loud, boisterous, disruptive or any other behavior that can reasonably be expected to disturb others (for example, electronic devices and loud talking)
- Damaging, destroying or removing library materials without proper check out
- Abusing, vandalizing or misusing library property including placing feet on furniture
- Sexual activity
- Bathing, shaving, washing clothes or other inappropriate use of restrooms
- Bodily hygiene that is offensive as to constitute a nuisance or health risk to others
- The consumption of food and drink in the library building unless authorized by the library
- Inappropriate attire; shirts and shoes are required at all times
- Loitering

- Misuse of computers
- Unauthorized selling or soliciting
- Skateboarding, roller skating or any similar activity
- Sleeping
- Smoking, including smokeless cigarettes or e-cigarettes or other use of tobacco products
- Unattended personal belongings inside or outside library building and grounds
- Unattended children under the age of 8. See *Unattended Child* policy
- Bringing any animal into the building, with the exception of service animals accompanying a person with disabilities
- Any other actions or behaviors deemed inappropriate by library staff

### **Violation**

The above Code of Conduct is not intended to be a complete list of expected behavior. The Library Board, the Library Director and Library staff reserve the right to take appropriate action against any other behavior which can reasonably be deemed to be offensive or disturbing to Library patrons or staff.

The primary responsibility for insuring compliance with this Code of Conduct rests with the Library staff. Staff have the authority to deal firmly but courteously with patrons who are violating the Code of Conduct. Actions taken by staff may include making the patron aware that the behavior violates the principles of conduct or is a prohibited activity, warning the patron that he/she will have to leave if the behavior does not change, and telling the patron to leave the library. In some cases, the patron may be escorted from the building by staff, or the police.

If the behavior involves illegal activity, Library staff have full authority to call the police. Incident reports must be filed in all cases when it was necessary to call the police and shall be forwarded to the President of the Board of Trustees within 24 hours. A copy of the report shall be filed at the Library.

Anyone known to have violated the library Code of Conduct may be excluded from the Library and its programs. Based upon the severity of the situation, a suspension of library privileges for up to one year may be applied without advance warning or prior suspension. Written notification of a suspension period greater than seven days shall be delivered to the patron, or in the case of a minor (under the age of 18), to the parent or legal guardian.

In the case of a minor, who has been fairly warned of misconduct and been suspended, an in person conference or phone conference must take place with the Director before resumption of any library access.

Approved by the Haworth Library Board of Trustees on December 12, 2016.