

## **Rules of Conduct**

The goal of the Romeo District Library is to provide a pleasant setting and appropriate atmosphere for the use of library materials – to read, study, do research, use library equipment, or attend library programs. Persons who violate the Rules of Conduct will be asked to leave the building.

It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. With patron assistance we will be able to achieve a library atmosphere that is beneficial to all.

1. Patrons shall engage in activities associated with the proper use of a public library.
2. Conduct that disturbs others or interferes with any person's comfort or safety is not permitted on the library's premises, such as:
  - a. Making unreasonable loud noise including but not limited to talking disruptively on cell phones or in monologues, playing audio equipment so others can hear it, or allowing cell phones to ring.
  - b. Intentionally behaving in a manner that can be expected to offend, disturb, or annoy others, including using profane, abusive, or threatening language or gestures. Patrons may not stare at, photograph, record, stalk, harass, or threaten other patrons or library employees.
  - c. Damaging library property in any way. Please clean up after yourself and leave the library the way you found it.
  - d. Removing library materials from the building without permission or without checking them out.
  - e. Violating the RDL Computer Use Policy (see Computer Use Policy)
  - f. Leaving children under ten (10) years of age unsupervised (see Unattended Children Policy)
  - g. Bringing uncovered beverages into the library. Beverages are allowed in the library in closed containers or containers with lids.
  - h. Using tobacco products, matches, or other incendiary devices.
  - i. Using the library while under the influence of alcohol or illegal drugs or being in possession of alcohol or illegal drugs
  - j. Possessing a weapon not authorized by law.
  - k. Bringing animals in the building (with the exception of service animals) or leaving animals unattended anywhere on library grounds.
  - l. Leaving personal property unattended for extended periods of time or positioning personal property in a manner that prevents access to collections, doors, or exits.
  - m. Entering a designated staff area without permission from a library staff member.
  - n. Misuse of restrooms including laundering, shaving, hair cutting, bathing, or sexual activity. Library materials shall not be taken into restrooms.
  - o. Not wearing shirt or shoes or other appropriate clothing or wearing clothing with offensive images or obscene language that is visible to others.

- p. Lacking personal hygiene or wearing too much fragrance to the point where it interferes with the use and enjoyment of the library by other patrons or staff.
  - q. Interfering with the use of the library by other patrons or with employees' performance of duties, including monopolizing the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or other forms of physical or verbal harassment.
  - r. Refusing to abide by the library's policies and regulations or a request by a staff member, including providing identification and phone number.
  - s. Using the library's parking lot overnight or for unauthorized purposes.
  - t. Committing or attempting to commit an activity in violation of federal, state or local, laws, ordinances, or regulations.
  - u. Soliciting, campaigning, survey-taking, leafleting, sales, or collecting signatures for petitions in the library
3. The library board of trustees authorizes library staff and law enforcement officers to enforce the library's Rules of Conduct policy and other regulations including requesting a patron to leave the premises, long-term or permanent suspension of library privileges, or prosecution. Persons entering or refusing to leave the premises after being evicted or banned will be charged with trespassing. A patron whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

The library board empowers the library director and staff to enforce the Rules of Conduct. Persons who violate the above rules are subject to the withholding of library privileges as follows:

First offense: One warning, then out for the day.

Second offense: An incident report will be filed with the Director. The Director, on the advice of the librarian, will revoke library privileges for one month.

Third offense: Limited to egregious violations of policy. Repeated violations of these Rules of Conduct shall be reported to the Library Board of Trustees for their considerations and action. Long term of permanent suspension of library privileges will be considered.

The library reserves the right to accelerate this process as the situation warrants.

### **Unsafe conditions**

When an unsafe or threatening situation exists, staff will:

1. Enlist the help of other staff members
2. Clear the area. Move the patrons or staff to a safe area.
3. Notify police.

Under no circumstances will staff physically intervene in the situation or attempt to mediate a dispute between two patrons