

## **Madison County Public Library Library Code of Conduct (2023)**

### **Purpose**

The Library Code of Conduct encourages an inviting, comfortable, safe, and sanitary environment that is conducive to intended library use. These rules also seek to ensure that all customers have access to and use of the library's materials, services, interior and exterior spaces without unreasonable interference from others.

The actions and behaviors described in this policy are not permitted inside the library building or on library grounds, including the parking lot, extended parking areas, and green spaces:

### **Safety**

In order to promote a safe environment, the following actions are prohibited:

- Committing or attempting to commit an activity in violation of any local, state or federal law
- Possessing, selling, distributing or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia
- Apparent public intoxication
- Smoking, vaping, or other use of tobacco
- Running, pushing, shoving, or engaging in other unsafe physical behavior
- Loitering, defined as being on library property without being engaged in library-related activities such as reading, studying, using library computers, accessing wifi, using meeting rooms, or attending library programs
- Sleeping, appearing to be asleep, or camping inside the library or on library grounds, including the parking lot, extended parking areas, and green spaces
- Leaving young children or vulnerable adults unsupervised or unattended. Caregivers must remain within a distance that enables them to give immediate attention
- Skateboarding, roller skating, rollerblading or using other wheeled forms of recreational equipment
- Parking bicycles or other vehicles outside of designated areas
- Blocking a door, aisle, library entrance or exit
- Neglecting to wear shoes, shirt, pants, or to remain fully clothed
- Using candles, matches, lighters or other incendiary devices
- Bringing unleashed or uncaged animals into the library or leaving any animal unattended in the library or near an entrance
- Any other activity that may bring harm to other individuals or interfere with their use of the library

### **Personal Behavior**

The library may limit the number and/or size of parcels brought into the library. Personal possessions must not be left unattended or take up space or seating needed by others, inside

the library or on library grounds. The library is not responsible for personal belongings left unattended.

Food and uncovered beverages are prohibited inside the library. Food and uncovered beverages may be permitted in library meeting rooms if approved in advance.

Customers must leave the library promptly at closing time and may not be in the library when it is not open to the public. After-hours use of library meeting rooms must be requested, scheduled, and approved by the library in advance.

Soliciting, selling, campaigning, proselytizing, or distributing printed materials without prior library approval is prohibited.

Public restroom facilities are not to be used for grooming activities such as bathing, shaving, shampooing and drying hair, or washing clothes.

Staring, following, stalking, harassing, threatening, or other behavior or activity that interferes with library business or others' use of the library is prohibited.

Loud and/or disruptive noises created by persons or electronic equipment are not allowed on library property.

### **Use of Library Materials and Property**

Customers must not vandalize, damage, deface, or improperly remove library materials, furniture, or buildings. Library materials may only be removed following established lending policies.

Customers must abide by established time limitations and all other provisions of the library internet use policies.

Library phones and staff computers are for library staff use only.

Customers will not be permitted in any areas designated as "staff only" unless permitted by library management.

### **Enforcement**

Customers observed violating this policy will be verbally asked to cease the behavior. Those who do not comply with the request will be asked to leave the library for the remainder of the day or for a longer period of time. Police may be called to intervene if a customer refuses to leave, or returns to the library prior to the authorized time.

The director or designee may further limit or suspend a customer's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation

and length of suspension. Subsequent violations of the same rule shall result in additional suspensions of increasing length. Customers may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board of Trustees within 10 business days of the date the privileges were limited or suspended.

Any removal from the library applies to all branches of the library.

### **Emergency Response**

The library reserves the right to respond as follows to any behavior that poses an immediate threat to the safety and security of customers and staff, including but not limited to verbal abuse, violence, threatening behavior, harassment, destruction of property, drug sale or use, intoxication or theft:

- Police will be called immediately to intervene. Violations of this nature will result in an immediate minimum two week suspension of library privileges in order to give the library sufficient time to investigate the incident.
- Those in violation may be arrested and/or prosecuted for trespass.