

Perry County District Library Code of Conduct

The Perry County District Library, recognizing its responsibility to maintain order, has established the following policy and procedures for the interaction of staff with patrons. The purpose of the code of conduct is to:

- Protect the rights of individuals who are in the library to use the library materials and/or services;
- Protect the rights of staff members to conduct library business without interference;
- Ensure the safety of library users and staff;
- Preserve library materials and facilities.

All staff members are authorized and expected to bring to an individual's attention any act or omission that violates this code and detracts from the decorum of the library. Staff members are expected to do this in a courteous and consistent manner.

Individuals will first be alerted to misconduct and asked to change his/her behavior to conform with the code of conduct. If an individual chooses not to adhere to this warning further disciplinary action will be taken. If an individual is asked to leave library property and resists, the police will be called to assist.

Violations of the Library Code of Conduct may result in eviction from the library. Depending on the severity of the misbehavior, an eviction could be for the day (D), one week (1W), two weeks (2W), thirty days (30D), or indefinite (I). The following examples and guidelines are to be used in determining the timeframe of the eviction. These are to be used at the discretion of the staff member who witnessed the misconduct. Eviction from library property may result from actions that include, but are not limited to:

- Leaving a child under age 6 unattended in the library. Library staff cannot assume the responsibility for the supervision of children in the library. (D)
- Conversation that is disturbing to other individuals or employees, which may include the use of cell phones. (D)
- Loud or boisterous behavior. (D)
- Profanity or other abusive language. (D, 1W)
- Abusing library furniture, equipment or materials. (2W, 30D)
- Running in a library building. (D)
- Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations with employees or other users, impeding access to the building, etc. (Depends on severity)
- Fighting on library property. (30D)
- Using tobacco in any form, or smoking in any form (including electronic cigarettes) in the buildings or on the property, unless the smoker is completely enclosed inside his/her own vehicle in a parking lot area. (D-1 W, 30D repeated offenders)
- Possession, sale, or use of alcoholic beverages or illegal substances on library property. (30D, I)
- Sleeping in the library building. (D)
- Carrying a weapon unless authorized by law. Anyone entering the library that is carrying a weapon and is authorized to do so must notify the library staff immediately. (I)
- Using radios, tape players, or other personal listening devices at a level that can be heard by other individuals. (D)
- Use of sports equipment on library property (including balls, skateboards, roller skates/blades, etc.), unless authorized by library staff during a library sponsored program. (D, 1W)
- Operating a bicycle recklessly on library property. (D, 1W)
- Interfering with another person's use of the library or with the library personnel's performance of their duties. (D, 1W, 2W)
- Bringing animals other than guide dogs and the like into the library building without prior approval. (D)
- Misuse of the restrooms. (1W, 2W, 30D)
- Not wearing a shirt and shoes. (D)
- Inappropriate use of the emergency exits. (D)
- Violation of the Technology Use Policy. (2W, 30D, I)
- Misuse of a library card. (1W, 2W, 30D)
- Entering unauthorized workspaces, work areas, or other non-public areas. (D-I)
- Posting or distributing literature without permission. (D-I)
- Making racial, ethnic, religious, gender, or sexual orientation epithets. (D-I)
- Taking photographs and/or recordings (audio or video) of Library staff and/or visitors of the library without their permission. (D-I)
- Violating federal, state, and/or local law. (30 D-I)

All evictions are subject to the discretion of the staff and the severity of the case. The Director may choose to re-evaluate a situation if the need arises. The library reserves the right to scan computer file storage devices for viruses prior to use in the public computer workstations.

