

## 2.30 Code of Conduct—Patron Behavior

Patrons or visitors who exhibit **inappropriate behavior** including but not limited to:

- harassment (defined as any verbal or non-verbal conduct which is specifically intended to frighten, embarrass, anger, annoy or torment staff, volunteers or other patrons)
- physical disregard for the library/contents
- solicitations
- illegal activity, smoking of cigars, cigarettes and e-cigarettes, chewing tobacco, consumption of alcoholic beverages in the library or on the library premises
- lack of shoes or seasonal footwear, shirts, appropriate clothing
- other inappropriate behaviors as determined by staff

Patrons will be subject to the following:

### **First Offense**

The person must leave the library for the rest of the day.

### **Second Offense**

Library privileges will be revoked for one month

### **Subsequent Offenses**

Library privileges will be revoked for one year

NOTE: The ranking employee will verbally inform the violator of this policy and instruct them to refrain from inappropriate behavior. If the infraction is serious, or if the behavior continues, the violator will be instructed to leave the Library. At any time that a threat to the safety of staff, volunteers or patrons is an issue, police should be summoned.

Should a violator be asked to leave the library and/or should privileges be revoked, an incident report shall be written and kept on file. A copy of any such report shall be forwarded to the Library Board.