

2.30 CODE OF CONDUCT - PATRON BEHAVIOR POLICY



Policy Statement

The Richland Community Library is a public space, intended to serve individuals within the community. A Code of Conduct has been established to provide a welcoming and safe environment for all patrons and staff while on library premises, including the building, grounds, and parking lots.

Cohesive mutual respect makes it possible for everyone to enjoy library materials and services.

Conduct Outside of the Library's Premises

All programs and events held by the library outside of the library's premises will uphold the Code of Conduct, but may be subject to the individual location's rules and policies.

Personal Possessions

Patrons are encouraged to not leave personal possessions unattended for extended periods of time while at the library. The Richland Community Library is not responsible for theft or vandalism of unattended personal items.

Inappropriate Conduct

Inappropriate library behavior can include, but is not limited to:

Disruption & Harassment of Others

Disruptive behavior with intent to disturb, annoy, or offend others.

- Behavior that may harm or affect the safety of any individual's physical or mental health or well-being.
- Carrying guns, pistols, or other weapons, except as specifically permitted and from local regulation by law, is prohibited.
- Harassment, as defined as any verbal or non-verbal conduct which is specifically intended to harass, embarrass, anger, annoy or torment staff, volunteers or other patrons.
- Inappropriate conduct towards library staff both inside and outside of library premises, including, but not limited to stalking, harassment, and intimidation.
- Use of profane, obscene or abusive language or gestures.
- Entering non-public staff areas without permission.

2.30 CODE OF CONDUCT - PATRON BEHAVIOR POLICY

- Solicitations or sales.
- Political campaigning or petitioning.
- Congregating in and around entrances
- Engaging in overt public displays of affection and nudity.
- Violation of current state or federal weapon/gun laws.
- Leaving debris or trash anywhere except designated waste receptacles.
- Behavior that adversely affects impacts the work of library staff. Including interfering with staff's performance of duties, such as behavior or conversations that monopolizes the attention of staff for an inappropriate amount of time.

Disregard Towards the Facility

- Physical disregard for the library's facility and contents
- Theft or vandalism
- Intentionally placing items in public spaces that may prove to be a hindrance for other people
- Misuse of restrooms. Only one person is allowed in the restroom at a given time, unless providing assistance for child or persons with a disability
- Consuming, distributing, selling, or possessing illegal substances while on library premises. Smoking is also prohibited outside the library within 25 feet of the exits.
- Lack of shoes or seasonal footwear, shirts, appropriate clothing
- Bringing animals into the facilities other than registered service animals or those part of a library program.

Intention Policy and Law Violation

- Committing or attempting to commit an activity in violation of federal, state, or local laws, ordinances, or regulations.
- Violation of our Cell Phone Policy
- Violation of our Internet Usage Policy
- Violation of our Children at the Library Policy

Code of Conduct Violation Course of Action

Any patrons who are found to be in violation of the Code of Conduct will be subject to the following:

- **First Offense** - The person will be asked to leave the library for the rest of the day.

2.30 CODE OF CONDUCT - PATRON BEHAVIOR POLICY

- **Second Offense** - Library privileges will be revoked for one month. A written statement will be provided to the violator and/or, in the case of minors, their parents/guardians will be notified.
- **Third Offense** - Library privileges will be revoked for six months.
- **Subsequent Offenses** - Library privileges will be revoked for one year. A written statement will be provided to the violator and/or, in the case of minors, their parents/guardians if an address associated with them is available.

The Librarian in Charge (LIC) 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. If the patron refuses to leave or if they prove to be an immediate threat to the safety of those within the library, 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.

Reinstatement and Appeal

After the set amount of time corresponding to the offense has expired, the patron's privileges will be reinstated. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board and the Library's Director. The decision of the Library Board is final.

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