

## **Code of Conduct Policy**

Adopted by the Board of Trustees, October 14, 2009, revised September 6, 2017

### **FOR THE SAFETY AND COMFORT OF ALL:**

In order to provide a safe and comfortable environment for use of the Pittsburg Public Library, the library Board of Trustees have approved the following rules of conduct within the library and on library property, including, but not limited to:

#### **Respect other People**

- No running or disorderly conduct in the library.
- Children under the age of eight must be accompanied by an adult (see Unattended Children Policy for further details).
- No loud conversation or noise that is disturbing to others.
- No playing of audio equipment or cell phone rings at a level that is disturbing to others.
- No sitting/laying on floors, stairs, or tables and/or blocking or interfering of others.
- No skating, skateboarding, scooters, or roller-blading on library property.
- Passing undesirable, suggestive, profane, or objectionable material to library patrons or employees is not allowed.
- No smoking, tobacco products, or e-cigarettes within ten feet of entrances.
- Maintaining bodily hygiene that is so offensive as to constitute a nuisance to other persons in the library.
- Other acts disruptive to patrons and/or library employees.

#### **Respect the Space**

- No loitering without intent to use library services.
- Appropriate attire, including shoes and fastened/closed shirt must be worn.
- No consumption of food in the building, except for library programs or by special permission of library staff. Drinks must have lids.
- Service dogs on a leash are welcome in the library. No other animals allowed unless authorized by staff for a library program. Leaving an animal tethered and/or unattended on library property is not allowed.
- Patrons must leave the library at designated closing times.
- Keep feet off chairs and tables and do not move the fixtures or furniture.
- Sleeping in the building or on the grounds is not permitted.
- No sleeping bags or blankets allowed in the library building.

- Items brought into the library must fit under a standard size chair.
- Do not leave personal property unattended. The library is not responsible for lost, stolen, or damaged items.
- Adults are permitted in the youth areas (children and young adult) of the library only when accompanied by a child/teen or when the adult needs to retrieve materials from the youth collections. If the adult is not accompanied by a child, he or she needs to locate the youth services material and then move to appropriate adult areas on the library premises.

## **Respect the Law**

- Acting or attempting to act in violation of state, federal, local law, or library policy is prohibited.
- No possession of alcoholic beverages or illegal substances; nor shall patrons be under the influence of alcohol or drugs.
- Possession of knives, firearms, or other weapons is prohibited unless authorized by state law.
- No solicitation, panhandling, harassment, or invasion of privacy of library patrons or employees.
- Sexual contact, exhibitionism, or abuse of any kind, such as but not limited to physically harming, threatening, or disturbing another is not allowed.
- No theft, mutilation, or defacement of library property, including building, grounds, equipment, restrooms, or materials.

**Penalties:** Anyone not behaving within these guidelines will, after warning by library personnel, be asked to leave the premises for a specified amount of time and their library privileges may be revoked. A person who persists in the disapproved conduct and who refuses to leave the building and grounds when requested will be removed by the local police.

**Individuals who are irrational or considered a threat to any library patron or staff member will not be given the courtesy of a warning but will be handled directly by the local police.**

**Appeals:** Patrons have the right to appeal to the Library Board for reinstatement of library privileges.