



## **PATRON CODE OF CONDUCT POLICY**

Approved by the West Slope Community Library Advisory Board, dated 05/21/2019.

The West Slope Community Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, study, and enjoy a safe, clean environment.

### **PURPOSE**

The library has established these rules of conduct to protect the rights and safety of library users and staff, and to preserve and protect library property.

### **POLICY**

#### Guidelines for Library Use:

Ask for help when necessary.

Be considerate of others using the library.

Be responsible for your children while they are in the library. The library staff cannot legally assume the parent's role.

The library retains the right to use any area of the library for its own purposes (meetings, programs, etc.) at any time and will give reasonable notice. For up-to-date information on our programming schedule, please ask at the Front Desk.

We ask that all library patrons use the library for its intended purpose. Please do not disturb others or interfere with library operations or engage in behavior generally considered unacceptable in a public place.

These rules have been established for all patrons. If a patron disregards the rules for protecting patrons, staff, and library property, the patron will be asked to leave the library.

Treat others with dignity and courtesy. Please remember:

1. Any behavior that interferes with others' use of the library or with the ability of staff to perform their duties is not permitted. Examples of behavior or activities that may be disruptive, disorderly or unsafe include, but are not limited to: climbing, running, loud noise, throwing things, pushing, and shoving or using profanity.
2. Verbal or physical harassment or threats, including use of profanity, abusive or threatening language or gestures, is not permitted.
3. Beverages in closed containers are allowed in the library. Consumption of food is not allowed in the library except during planned events.

4. Requests made by staff members regarding enforcement of these rules must be followed. Objections to instructions from staff may be brought to the attention of the Community Library Supervisor, but must be complied with in the interim.
5. Violating the library's rules for acceptable use of the Internet and library public computers may result in loss of the right to use the Internet and/or computers.
6. Defacing, misusing, destroying, or stealing library property is prohibited.
7. Patrons interfering with the ability of others to use the library may be asked to leave.
8. The volume of conversations, personal electronic equipment, and computers should be low enough to not disturb others.
9. Sleeping in the library is not permitted. This is not the library's intended purpose.
10. Leaving objects outside the library that could create a nuisance, and/or obstacle is not permitted. If such an object must be brought into the library, it must be stored out of the way, such as under a table. Personal items are not to be left unattended and will not be held by staff.
11. Patrons may be asked to leave if their personal hygiene interferes with the ability of others to use the library or if it could damage library property. Examples may include body odor, strong perfume, or muddy shoes.
12. Patrons must wear appropriate attire at all times. Wearing swimwear or wet clothing in the building is not allowed. Shoes and shirts must be worn at all times.
13. Bicycles, skates, scooters, and skateboards must remain outside.
14. Selling anything without express permission from the library is not allowed. Soliciting, petitioning, surveying or distributing written materials or canvassing for any purpose inside or near the entryway of the library is prohibited. Materials for posting or distribution inside the library must be submitted to staff member. No outdoor signs are to be placed on library property.
15. Parents and caregivers must be responsible for their children in the Library. Children age five and under must be accompanied by an adult at all times. Children ages six through nine must be accompanied by an adult in the library building. If a child has been left unattended, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

16. Animals are not permitted in the library with the exception of service animals or animals which are part of a library sponsored activity. The service animal must be under control at all times. Owners with animals that cause a disturbance will be asked to remove the animal from library property
17. Except for law enforcement personnel, concealed weapons holders, and other persons listed in ORS 166.173 no weapons are allowed in the building.
18. Use of tobacco products is prohibited on library property, as per OAR 581-021-0110.

### **ENFORCEMENT**

The Community Library Supervisor or designee will implement these rules. Unlawful activities will be reported to local law enforcement agencies. People who violate these rules will be asked to stop such actions. The library reserves the right to require anyone who violates these rules to leave the library premises. Refusal to leave when properly requested may result in arrest for trespassing. The Community Library Supervisor is the person in charge of the Library and is authorized to exclude persons from the Library. The Community Library Supervisor is authorized to delegate the authority to order exclusions. The library may deny permission for a person to enter the library building for a specified time if that person violates these rules, or if that person has engaged in criminal behavior on library premises. In the case of a minor being excluded, an attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

### **APPEAL**

A person who has received notice that restricts future access to the library for more than 2 days may appeal the Exclusion Notice by requesting a meeting. The request must be made in writing and filed at the Community Library Supervisor's Office within 10 days of receipt of the notice. The Community Library Supervisor will schedule a meeting, which shall take place within one week after receipt of the written request. The exclusion will be suspended during the pendency of the appeal unless the Community Library Supervisor Office decides otherwise based on the seriousness of the allegations. The Community Library Supervisor will conduct the hearing if the Supervisor was not the person to issue the exclusion. If the Supervisor issued the exclusion, the Manager of Washington County Cooperative Library Services (WCCLS) shall conduct the hearing. The hearing will be informal and the Community Library Supervisor, or WCCLS Manager, will consider oral or written testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Community Library Supervisor, or WCCLS Manager, may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the person making the appeal.