

## **Patron Code of Conduct**

The Kaubisch Memorial Public Library seeks to offer the best service possible in an environment that patrons of all ages will find warm and inviting. The following Patron Code of Conduct has been adopted for the comfort and protection of the rights of all those using and working in the Kaubisch Memorial Public Library. The Library staff will enforce this code in a firm but courteous manner.

## **Patron Code of Conduct**

The following behaviors are considered unacceptable in the Library or on Library property:

- Leaving children unsupervised (see also “Unattended Children Policy”)
- Theft, vandalism, or illegal acts
- Violating the Library’s Internet Policy
- Loud talking; profane, obscene, or abusive language; racial or ethnic epithets
- Disregard for bodily hygiene, or any scent so offensive as to constitute a nuisance to others
- Fighting, challenging someone to fight, physical abuse, or assault
- Misusing library furniture, equipment, or materials
- Playing audio equipment so that others can hear it
- Eating or drinking, except in designated areas
- Running or roaming
- Overcrowding of tables
- Not wearing shirt or shoes
- Sleeping, loitering, begging or gambling
- Smoking or use of other tobacco products, e-cigarettes or vaping in the library or within 50 feet of the public entrance
- Blocking entryways, stairways, or hallways
- Selling, soliciting, surveying, or distributing leaflets

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- Excessive displays of affection or sexually inappropriate behavior
- Possession of alcohol, illegal substances, or weapons of any kind
- Bringing animals into the Library, except trained service animals
- Any other behavior deemed unacceptable by Library staff
- Taking photographs and/or recording videos of Library staff or patrons without their permission is prohibited

As a courtesy to fellow library users, cell phones are required to be placed in “silent ring mode.” Cell phone conversations should occur only in the vestibule area at the front entrance of the library.

Patrons violating this Code of Conduct will be required to leave the Library. Law enforcement officials may be called if necessary.

Serious or chronic violations of the policy may result in the Director’s decision to ban the offending patron from the Library for a specific period of time. Notice of suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his parents or guardian. The letter will explain what behaviors have prompted the Library to take this action and will outline what will be expected of the patron in order to return to the Library. A copy of the letter will be kept on file at the library. The Director will inform the Board of Trustees of the action taken.

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