

## **SAMPLE Patron Code of Conduct**

The ABC Library is a research library serving ABC agencies, government officials, historians, researchers and the general public. All visitors are asked to respect the Library's mission and are required to behave appropriately while on the premises. This is particularly important in the research, circulation, and reading areas of the first and second floors, where patrons expect an atmosphere conducive to reading, research, and study.

To ensure that all patrons and visitors are able to use the Library's resources and services effectively, the ABC Library requires all visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.

All briefcases, handbags, luggage, packages, overcoats and shopping bags may be subject to inspection by library or security staff.

1. Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities) is prohibited in all areas of the library building.

This includes:

- a. Unauthorized removal or attempted removal of materials without proper checkout or other official library authorization; Mutilation, defacement, or misuse of library property; obstruction of the use of library equipment, resources, or facilities.
- b. Being in an unauthorized area; remaining in the library after closing or after being asked to leave; failure to evacuate in an emergency or during a drill
- c. Disorderly or disruptive conduct such as noisy or boisterous activities that can be reasonably expected to disturb others
- d. Obscene or abusive language or acts
- e. Possession, use or being under the influence of alcohol or illegal drugs
- f. Use of furniture, library equipment or facilities in a manner for which they were not intended or designed
- g. Sleeping
- h. Bodily hygiene, including perfume and unsanitary personal conditions, that is so offensive as to constitute a nuisance to other persons
- i. Threatening or intimidating others (for example: abusive language, threats of violence or harassment, staring at or following others through the building, engaging in unwanted or inappropriate touching, unwanted or inappropriate sexual advances, innuendo, or jokes)
- j. Selling, soliciting or mass distribution of materials; posting materials in the library or on library premises
- k. Smoking

- l. Bringing animals in the building (except guide/assisting dogs)
  - m. Any behavior that is potentially unsafe or harmful to self or other
  - n. Use of restroom facilities for any purpose other than that which is intended
- 2. Internet stations are located in public areas and patrons are expected to use the Internet in a manner that represents the library environment. Staff will ask patrons to exit websites disruptive to an atmosphere suitable for study, reading, and activities in support of research. Failure to comply will result in the loss of Internet privileges. See Patron User Agreement for Internet and ABC Library Public Computer Use for further requirements regarding use of the ABC Library's internet connection or the ABC Library's public computers.
- 3. Consumption of food or beverages is permitted only in designated areas. No food or beverage items or containers are permitted in the research and reading areas. These items may be stored temporarily in the lockers provided.
- 4. Patrons will keep the volumes of their conversations as low as practical while in the research and reading rooms.
- 5. Patrons will use headphones with all audio/video and computer equipment with sound.
- 6. Patrons will use personal telephones only in the lobbies of the Ohio and Senate Avenue entrances. Ringers on pagers and cell phones must be muted in the research and reading areas.
- 7. Patrons will not be permitted to enter the building without a shirt or other covering of their upper bodies or without shoes or other footwear.
- 8. Lockers are the property of the ABC Library and are provided for the temporary, daily use by patrons. Any items remaining in lockers at close of business will become the property of the library.
- 9. Any violation of federal, state or local law, ordinance or regulations will be reported to the ABC Police Department.

Visitors whose conduct or activities violate this Patron Code of Conduct policy will be asked to modify their behavior. Further failure to comply with this policy will result in the suspension of library privileges and removal from the building. The length of the suspension of library privileges and/or eviction from the library premises shall depend on the nature and seriousness of the offense that required removal, the extent of the disruption caused, any history or prior infractions of this policy or other library policies, and any other relevant circumstances. Any patron who is aggrieved by an ABC Library conduct decision may appeal in writing to the ABC Library Director. Loss of library privileges exceeding thirty (30) days may be further appealed in writing to the ABC Library Board of Trustees. Appeals must be made within thirty (30) days of the effective date of the suspension of library privileges or eviction from the building.