

# ZION-BENTON PUBLIC LIBRARY

## Code of Conduct

The Zion Benton Public Library seeks to provide a welcoming, secure environment to the public. To protect patrons and staff, and to protect library materials and equipment, the following rules of conduct have been approved by the Board of Trustees.

Patrons are expected to help promote a welcoming environment and respect the rights of others.

- Disrupting library users or staff with excessive noise, abusive, obscene or threatening language is not permitted on library property.
- Running is not permitted in the library
- Shoving and horseplay is not permitted on library property.
- Throwing objects is not permitted in the library.
- Fighting, and physical or verbal harassment of staff or patrons is not permitted on library property.
- Using sports equipment is not permitted in the library. (Except as part of a library program)
- Wearing improper attire which fails to conform to the standard of the community for public places is not permitted in the library. Patrons are expected to wear shirts and shoes at all times.
- Disrupting others' use of library facilities or services due to personal hygiene, excessive fragrance, or excessive body odor is not permitted in the library.
- Using furniture or equipment for other than its intended purpose is not permitted in the library.
- Moving furniture or equipment without library staff consent is not permitted in the library
- Prolonged or habitual sleeping is not permitted in the library. (Except for young children)
- Using the restrooms for other than their intended purpose is not permitted in the library.
- Blocking aisles, entrances, or exits is not permitted in the library.
- Entering the library with animals is not permitted. (except those used to aid persons with disabilities as certified by a medical professional or as part of a library program).
- Panhandling (Asking patrons for money) is not allowed anywhere on library grounds. Soliciting donations and signatures is allowed only in designated areas.
- Selling merchandise or services is not permitted on the library property (with the exception of library materials or services).
- Weapons of any kind are prohibited on all Library property.
- Smoking, e-cigarettes, chewing tobacco, and/or the use of any related paraphernalia are not permitted anywhere inside the Library or between the Library entrances and the public sidewalk.
- Alcoholic beverages and illegal drugs are not permitted on Library property.
- Damaging or altering any computer system hardware or software configurations is not permitted in the library.
- Loitering on the property, including but not limited to: the front steps, in or near the entrances, lobby, restrooms and Bistro is not permitted on library property
- Engaging in illegal activity or conduct that violates federal, state, or local law or other laws, ordinances or regulations is not permitted on library property.
- Acting in such unreasonable manner as to alarm or disturb others and provoke a breach of the peace is not permitted in the library.
- Conducting business on library grounds in unapproved spaces is not permitted.

THE LIBRARY RESERVES THE RIGHT TO:

- Ask any person entering the building and grounds to present proper identification at any time.

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- Ask any person to remove non-religious headwear that impedes staff from clearly seeing a person's face.
- Limit the number of people who can sit together.

#### CONSEQUENCES

- Behavior which may disrupt others or interfere with their rights to use library facilities is prohibited. Violators will be asked to discontinue this behavior. If the behavior continues, they will be asked to leave the premises.
- Disruptive children will be warned to correct their behavior. If disruptive behavior continues, staff will ask the child's parent/caregiver to monitor the child's behavior. If the parent/caregiver refuses and/or the child's behavior remains disruptive, both the parent/caregiver and the child will be asked to leave the premises.
- A person who has been directed to leave the Library property by Staff for any violation of this Code of Conduct and who remains upon Library property after having been directed to leave shall be considered a trespasser and in violation of state and local ordinances.

Violators may be excluded from the library for a period from one day to one year, and their library privileges may be restricted or terminated and may lead to legal action or criminal prosecution.

Adopted 02/27/18