



ZION-BENTON PUBLIC LIBRARY

Code of Conduct

The Zion-Benton Public Library seeks to provide a welcoming, secure environment to the public. Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the Library's vision and mission. We expect everyone to treat all people and property with respect, and to obey local and state laws. The following rules apply to patron conduct on all library property, including the library building, and grounds, as well as to library online environments and to phone calls to library staff or placed while on library property. 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.

Disruptive behavior affecting staff or patrons is prohibited, including but not limited to:

- Disrupting library users or staff with excessive noise, abusive, obscene or threatening language
- Running, shoving, throwing objects, and horseplay
- Fighting, and physical harassment of staff or patrons
- Using sports equipment, including on exterior library property (Except as part of a library program)
- Wearing improper attire which fails to conform to the standard of the community for public places; 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
- Using furniture or equipment for other than its intended purpose; moving furniture or equipment without staff permission
- Prolonged or habitual sleeping (Except for young children)
- Using the restrooms for other than their intended purpose
- Blocking aisles, entrances, or exits
- Entering the library with animals (except those used to aid persons with disabilities as defined by the Americans with Disabilities Act or as part of a library program)
- Panhandling (asking patrons or staff for money)
- Soliciting donations and signatures, selling merchandise or services, and conducting business on Library grounds is allowed only in designated areas or with staff permission
- Weapons of any kind are prohibited
- Smoking/vaping, 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
- Possessing, consuming or being under the influence of alcoholic beverages, marijuana, and illegal drugs
- Damaging or altering Library property including any computer system hardware or software configurations



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- Loitering on the property, including but not limited to: the front steps, in or near the entrances, west patio, lobby, restrooms and Bistro
- Engaging in illegal activity or conduct that violates federal, state, or local law or other laws, ordinances or regulations
- Acting in such unreasonable manner as to alarm or disturb others and provoke a breach of the peace

THE LIBRARY RESERVES THE RIGHT TO:

- Ask any person entering the building and grounds to present proper identification at any time.
- Ask any person to remove or adjust non-religious headwear that impedes staff from clearly seeing a person's face.
- Limit the number of people who can sit together.
- Inspect all backpacks, bags, briefcases, and purses when library staff believe someone is in possession of stolen library property or weapons.

For everyone's safety, personal items are not to be left unattended. The library is not responsible for personal items.

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 under the age of eight 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.



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