

## **[LIBRARY LETTERHEAD]**

### **PATRON CODE OF CONDUCT**

It is the intent of [LIBRARY NAME] to provide a safe environment for its patrons and staff. Observing this Code of Conduct and all related library policies helps to make the library a welcoming place for the entire community.

The following policies are in effect at all times:

- Shirts and shoes are required to enter the building
- Smoking is not permitted on library premises
- Beverages and snack foods may be enjoyed in the library so long as users clean up afterwards
- Only service animals are permitted inside the building
- Flyers must be approved before being posted to the community bulletin board

Behaviors that interfere with normal library operations, compromise safety or security, or prevent others from using or enjoying library services are prohibited. These include:

- Excessive noise that disturbs other library users
- Treating library materials, equipment, and furniture in destructive manner
- Handing out unsolicited literature or petitioning on library premises
- Fighting, both physical and verbal
- Larceny or theft of library materials or the private property of other library users or staff
- Foul language, obscene conduct, and/or indecent exposure
- Violation of any federal, state and local laws regarding sale and/or use of controlled substances
- Possession of firearms, knives, or other weapons
- Using the library's computers and/or internet connection in an illegal way

Violation of this Code of Conduct and/or library policy will be addressed in these steps:

- A verbal warning will be issued
- The person(s) will be asked to leave the library
- Police will be called if the person(s) does(do) not leave or if the library staff feels threatened in any way.

Questions or concerns regarding the [LIBRARY NAME], this Code of Conduct, or related policies should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020