Park Hills Public Library

Patron Code of Conduct Policy

**Purpose:**

The Park Hills Public Library has established this Code of Conduct Policy to ensure the library facility is safe and welcoming and provides equitable access to materials and service for all users. Appropriate personal library conduct is important so as not to interfere with others who are using the library services or the staff providing these services.

The Park Hills Public Library staff encourage you to suggest new materials, services, and programs, and to read, study, and use the library services and equipment.

Appropriate behavior is expected of all patrons and visitors of the Park Hills Public Library facility while in the building or on the grounds. Violations of the Code of Conduct Policy will result in different levels of action, ranging from a staff issued verbal warning, to asking the patron or visitor to leave the library for the remainder of the day, to the patron’s temporary or permanent loss of all library privileges, to legal action including criminal prosecution. The level of action shall be determined on a case by case basis.

Use of the library materials and services should not disturb other patrons or visitors. Library materials and services are available for educational as well as entertainment uses, and all patrons should keep in mind that these resources are in the library to be shared by all.

Inappropriate behavior is considered to be behavior which creates excessive noise levels or disturbances, creates a nuisance for library staff or patrons, interferes with other patrons’ use of the library, and or damages library property.

**Inappropriate behaviors which include, but not be limited to, the following conduct or behaviors.**

* Loud, disruptive conversations, including shouting.
* Profane and/or abusive language.
* Engaging in any behavior that the reasonable library user would find to be disruptive, harassing, or threatening in nature to library users or staff, including stalking, prolonged staring, or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
* Use of personal electronic equipment at a volume that can be heard by others.
* Talking or making cell phone calls at a location other than in the library foyers or outside of the building.
* Leaving children ages 8 and under unattended on the library premises.
* Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside the library building, doorway or vestibule.
* Entering the library building without being fully clothed. Patrons must wear appropriate covering on their bodies and shoes or other footwear.
* No more than 2 bags may be brought into the library and will not exceed the size of a standard backpack, briefcase, or canvas tote bag. Belongings such as bedding, sleeping bags, and large bags/totes of clothes or personal belongings must be left in the vestibules out of the traffic area.
* Interfering with the safe and free passage of the library staff or patrons on the premises including, but not limited to the placement of objects or persons in the aisles, flooring, or elsewhere, in a manner that impedes the free passage of such persons about the library.
* Interfere with the use of the library by other patrons, or interfere with the performance of the duties of the Library staff.
* Failing to return library materials resulting in a citation from the Park Hills Police Department and the City of Park Hills Municipal Court.
* Bringing an animal into the library except for service animals, animals for a scheduled library program or with special permission from the library director.
* Adults not accompanied by a child shall not loiter in the children’s areas.
* Deface or mar Library materials. Patrons will not deface, mar, or in any way destroy or damage the buildings, collections, furnishings, walls, vehicles, or library grounds. Violators will be subject to prosecution.
* Smoking or other use of tobacco including electronic cigarettes anywhere on library grounds.
* Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
* Committing or attempting to commit any activity that would constitute a violation of any federal, state or local ordinance.
* Engaging in any sexual contact, activities, or conduct on library grounds.
* Possessing , selling, distributing, displaying, or using any dangerous weapon. A weapon shall include , but not be limited to, a knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
* Engaging in any physically intimidation or assault-like behavior, including making any threats of violence or unlawful activities.
* The library will not tolerate threats or acts of violence. Any person engaging in such behaviors will be immediately removed from the library and the proper authorities will be notified.

**Library Response to Violations of Behavior Policy**

Any person who violates the **Patron Code of Conduct Policy** will be handled in a professional and courteous manner by staff, but the degree of violation will determine the response. All incidents will be documented by library staff.

* Staff is instructed to immediately call 9-1-1 in response to any behavior that is deemed dangerous. Staff will call 9-1-1 for any behavior that is in violation of federal, state or local ordinances. Staff will call 9-1-1 if a person or group of persons is asked to leave the library and they refuse to leave and/or become difficult with the staff member.
* Most other inappropriate behavior, one verbal warning will be given. Continued violations will result in the patron being asked to leave the library for the day. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the library up to a permanent banning from the library.
* An individual who is banned from the library may be criminally charged with trespassing if they return to library property during the term of the ban. Any individual who is banned and whose library privileges have been revoked, may request to have the decision reviewed by the Board of Trustees of the Library. The request must be made in writing and submitted to the Library Director and the President of the Board of Trustees of the Park Hills Public Library, 16 S. Coffman St. Park Hills, MO. 63601

Approved by

The Park Hills Public Library Board of Trustees

March 28, 2022