

East Grand Forks a Campbell Library
Library Code of Conduct Policy

Updated July 26, 2011

In order to provide resources and services to all people who visit the East Grand Forks Campbell Library, in a manner that ensures their safety and in an atmosphere of courtesy, respect and service excellence, the Library Board has adopted the following **Code of Conduct Policy**. Its purpose is to guarantee that the EGF Campbell Library is able to carry out its mission and ensure no person or group is denied or discouraged access to library facilities, programs or services because of others' unsafe or disruptive behaviors.

The enforcement of the **Code of Conduct** will be applied evenly, consistently and fairly.

Any person disrupting, inhibiting or preventing the library from ensuring a safe environment or from accomplishing its mission will elicit an immediate and appropriate response up to and including denial of access to facilities and/or services.

Rules for Personal Behavior

- Personal property brought into the library is subject to the following:
 - All bags are subject to search based upon reasonable suspicion that they contain material in violation of library policy.
 - The library is not responsible for personal belongings left unattended.
- Library patrons must leave before or promptly at closing time and are responsible for managing their time accordingly.
- Patrons may not act in a manner which interferes, distracts or disturbs the library's safe and comfortable environment.
- Small children must be accompanied and supervised by an adult to insure their safety and to minimize disturbances to other patrons.
- Examples of disruptive behavior are:
 - Engaging in loud conversation or rowdy behavior.
 - Using any electronic or non-electronic device producing annoying, loud or disruptive sounds.
 - Use of athletic equipment in the library.
 - Using offensive, threatening or harassing behaviors.
 - Damaging or misusing library materials, equipment or facilities.
 - Possessing or using alcohol, illegal drugs or controlled substances on library premises.
- Patrons may not interfere with the staff's performance of duties. This includes inappropriate personal comments, physical and/or verbal harassment or monopolizing staff time unreasonably.
- Cell phones and pages should be answered promptly. Patrons should speak in low tones and keep conversations brief. If phone calls cannot be concluded quickly, patrons should move away from reading, research and study areas.
- Excessive public displays of affection and sexual misconduct is prohibited.

Rules for a Safe Environment

- Concealed weapons that are not legally licensed and open display of weapons are prohibited.
- Sidewalks outside and passageways indoors must remain obstacle-free.
- Patrons must park bicycles or other vehicles only in authorized areas.
- Use of skateboards, rollerblades, roller-skates or scooters is not allowed in the library or on library premises.
- Animals or personal transport vehicles are not permitted in the library except as required by persons with disabilities. Programs sponsored by the library that involve animals are permitted.
- Smoking inside library facilities is prohibited and smoking is prohibited within 25 feet of any entrance. Smokers must use exterior ashtrays and refrain from littering.
- Using alcoholic beverages or illegal drugs or being under the influence of alcohol or drugs is prohibited. Persons under the influence of alcohol or non-prescription drugs are not allowed on library property.
- Shirts and shoes are required for health reasons and must be worn at all times while in the library.
- Use of incendiary devices, such as candles, matches and lighters is prohibited inside the library.

Suspension of Library Privileges

The staff person-in-charge may suspend the library privileges of a patron, including access to activities, services or the facility without prior approval of the Director in the case of a serious offense constituting a violation of the EGF Campbell Library's policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drugs sales or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behaviors threatening the safety and security of staff and/or patrons.

Right of Appeal

A patron may appeal a suspension decision in writing to the Library Director within 10 working days. Please state clearly why your library privileges should be restored.

The Library Director will respond to the appeal in writing within 10 working days of the date the appeal was received.

The decision of the Library Director is final.