

## **RULES OF CONDUCT**

The Library is intended to be an inviting, comfortable, clean, and safe place for activities such as reading, selecting materials, studying, writing, using computers, and attending Library authorized programs and meetings.

Library users are expected to conduct themselves in a responsible manner, respecting the rights of everyone to use the Library. All patrons are expected to behave in a civil, respectful manner to staff, peers, and other library patrons.

1. **These rules** are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
2. **Enforcement of these rules** will be conducted in a fair and reasonable manner. Library staff and police officers are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for the remainder of the day, a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. A "no trespass" notice will be issued in cases of criminal offense.

### **Conduct not allowed on Library property:**

- a. Engaging in any activity in violation of federal, state, local, or other applicable law or Library policy;
- b. Failing to comply with a reasonable staff request;
- c. Abusive behavior/obscene language directed at other patrons or staff;
- d. Leaving children under the age of five (5) years unattended;
- e. Carrying firearms unless otherwise authorized by law (law enforcement or persons with permits to carry them );
- f. Being under the influence of alcohol/drugs, and selling, using, or possessing alcohol/ drugs;
- g. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure;
- h. Selling and/or soliciting for money or items/services on Library property without permission;
- i. Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment in the Library or on Library grounds;
- j. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds;
- k. Fighting or challenging to fight, running, pushing, shoving, or throwing things;

- l. Creating disruptive noises such as loud talking, screaming, or banging on equipment or furniture;
- m. Group activities which are disruptive to the Library environment;
- n. Using audible devices without headphones or with headphones set at a volume that disturbs others;
- o. Using cell phones, pagers, and other communication devices in a manner that disturbs others;
- p. Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- q. Littering;
- r. Not cleaning up after oneself including putting materials away or taking items with you as appropriate. Spaces should be left clean and tidy and ready for use by other library users;
- p. Smoking, chewing, and other tobacco use in Library;
- q. Being inappropriately dressed, without a shirt, or being otherwise attired so as to be disruptive to the Library environment;
- r. Leaving packages, backpacks, luggage, or any other personal items unattended. Leaving items unattended is done so at the owner's own risk. The Library will not assume any responsibility for patrons' personal property for theft, damage or loss. These unattended items are subject to immediate confiscation;
- s. Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs);
- t. Lying down or sleeping in the Library;
- u. Blocking aisles, exits, or entrances, or
- v. Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.

Based upon the circumstances of each incident, Library Staff may elect to impose any of the following restrictions upon the offender:

- 1) Offender restricted from using a part of the facility/equipment/service for the remainder of current day;
- 2) Offender directed to leave the Library for between one (1) and four (4) weeks;
- 3) Offender escorted out of Library by law enforcement with no admission for one (1) month;
- 4) Offender banned for amount of time determined by Library director or city manager up to one year, and
- 5) Extreme incident: Offender removed by law enforcement with no further admittance to library until further action is decided by Library director or city manager or law enforcement. Options may include permanent ban from Library.

**Food and Beverages**

Beverages in containers with lids and snacks are permitted in all areas of the Library, except in the South Dakota Room and in any area that is posted as being prohibited.

*Approved by the Library Board November 16, 2017*