

PATRON CODE OF CONDUCT

INTRODUCTION

The North Manchester Public Library has the authority to establish reasonable rules pertaining to library usage (hereafter “Library”), as well as the right to exclude any person who willfully violates them. The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library’s physical and virtual spaces are welcoming, safe and secure. Public Library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all. In order to allow all patrons to make maximum use of the Library during regularly scheduled hours and to provide a safe, suitable environment for the specific purposes of reading, studying, attending programs and using Library materials and resources, all patrons are required to comply with the following Code of Conduct. Patrons are participants in a shared, public use environment and must conduct themselves accordingly. It is important to be considerate and understanding, and respect other Library patrons and staff.

The Code of Conduct shall apply to the building, interior and exterior, and all grounds controlled and operated by the North Manchester Public Library Board of Trustees (hereafter “premises”) and to all persons entering in and on the premises.

The Code of Conduct has a threefold purpose:

- To protect the rights and safety of Library patrons,
- To protect the rights and safety of Library staff members and volunteers, and
- To preserve and protect the Library’s materials, facilities and property.

To ensure that all patrons and visitors are able to use the Library’s resources and services effectively, the library requires all visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.

Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities is prohibited throughout the library premises.

This includes, but is not limited to the following:

1. Leave any child under the age of eight (8) unattended. (*See Child Safety Policy.*)
2. Request staff to protect or monitor personal belongings. The Library is not responsible for personal property. Personal items left by patrons who are not present on Library premises are subject to disposal. For security purposes, do not leave bags unattended.
3. Film, photograph, or interview patrons within the Library, unless approved by the Library Director. Approved filming or photography should not interfere with Library operations or

patrons' rights to privacy.

4. Smoke, carry, or possess any lighted tobacco, or use any tobacco product or electronic smoking device in the Library.
5. Possess, sell, distribute, consume, or be under the influence of alcoholic beverages or controlled substances in the Library.
6. Bring animals into the Library building except those in Library programming, service animals (as defined by ADA law), or animals used by law enforcement agencies.
7. Fail to wear appropriate attire, including shoes and shirt.

TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT, PLEASE DO NOT:

1. Harass and/or act abusive, in any manner, towards other Library patrons and staff or engage in disruptive conduct. This also includes the use of loud, offensively coarse and/or abusive language.
2. Engage in sexual activity, contact, or assault or any act of lewdness or exposure, including, but not limited to, the physical manipulation or touching of a person, or the person's intimate parts through a person's clothing, and other physical contact or sexual activity which is inappropriate in a public space.
3. Use computers and/or the internet to display sexually explicit and/or lewd materials, including, but not limited to materials which are obscene, pornographic and/or inappropriate or harmful to minors.
4. Steal, attempt to steal, or maliciously destroy library or patron property.
5. Panhandle or solicit. Solicitation of contributions or signatures and the conducting of surveys except those directly relating to the Library are prohibited unless approved by the Director or the Library Board of Trustees.
6. Petition, canvass, or sell merchandise anywhere on Library premises unless approved by the Director or Library Board of Trustees.
7. Pose a health risk due to personal hygiene or conduct.
8. Use electronic devices in a manner that disrupts others. Cell phones must be set to silent or vibrate mode. The use of cell phones is permitted, provided such use does not disturb others. Headphones must be used when listening to sound on a library computer or personal device.

9. Enter non-public areas without permission.
10. Remain inside the Library before or after posted hours of operation.
11. Drink or eat near Library computers and equipment, or in the Indian Room. Drinks must be in covered containers. Properly dispose of trash.
12. Violate the Library's Computer and Internet Use Policy.
13. Fail to adhere to proper Library procedures for reserving the meeting room. (See Meeting Room Policy)

ENFORCEMENT

Library personnel will enforce the above rules. Library patrons violating any of these rules may be asked to leave by the staff member in charge and may be subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Refusal to leave when properly directed may result in arrest and prosecution for trespassing. Library personnel shall maintain written documentation of all violations of the Code of Conduct detailing the person cited for the violation and the time, date and nature of the violation.

Suspension of library privileges shall be determined by the Library Director through written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last known address. A violation of the law may result in arrest and prosecution.

Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director's notice. Written appeals shall then be promptly forwarded to the Library Board of Trustees, who will make a determination within thirty (30) days. The decision of the Board of Trustees is final.