

**Policy 410.0: Customer Code of Behavior**

Reviewed: 11/16/15

Revised: 11/16/15

Approved: 11/30/15

---

**Policy Statement:**

In order to provide a safe and appropriate environment within the library that allows all customers to use library facilities to the fullest extent during regularly scheduled hours, the library board of trustees has adopted the following rules and regulations:

- A. Customers shall engage in activities associated with the use of a public library. Customers not using library materials or services as intended may be required to leave the building, library program or approved community event.
- B. Any customer not abiding by regulations of the library may be required to leave the library premises and may have his or her library privileges suspended. Library employees will contact the police if deemed advisable.
- C. No person shall possess alcohol, illegal controlled substances, firearms without a proper permit or other weapons on Library property.
- D. No solicitation is allowed in the Library.
- E. Covered beverages are allowed throughout the Library.
- F. Smoking is prohibited on library property.
- G. The library is not responsible for items left unattended.
- H. No person shall damage or deface library property.
- I. Patrons are required to be dressed appropriately.
- J. Customers shall not interfere with the use of the library by other customers or with library employees' performance of their duties.
- K. Roller-blades, skateboards, or bicycles are not to be used as recreation in or outside the Library except as a legitimate mode of transportation or pursuant to library programs.

The Library Administration has the authority to deny use of the facility to any person or group that disturbs or interferes with the health, safety and welfare of persons in the area. In cases of disruptive behavior customer identification including name, address and phone number, may be requested and the following disciplinary actions may be taken:

**First violation:** Initial warning, given copy of Library Rules of Conduct.

**Second violation:** Library privileges suspended for one day.

**Third violation:** Library privileges suspended for seven days.

**Fourth violation:** Library privileges suspended for up to one month.

Librarians have the option to decrease or increase suspension times based on individual cases and/or have the right to ask patrons to leave the premises. A customer whose privileges have been suspended or revoked may have the decision reviewed by the Board of Trustees.