

SUBJECT: Code of Conduct

BOARD

Approved: 11/16/2023

POLICY

Rolla Public Library is committed to providing a safe and positive library experience for everyone. To maintain a welcoming environment for all, library users are expected to:

- Respect each other, library staff, and library property;
- Do their part to contribute to a peaceful library experience;
- Follow instructions from library staff members;
- Be engaged in activities associated with the use of a public library, namely reading; studying; using library materials or technology; asking reference questions; or attending an authorized meeting, program, or event; and
- Follow the library Code of Conduct and all local, state and federal laws.

CODE OF CONDUCT

The following activities are examples of behavior prohibited in Rolla Public Library facilities and on library grounds. This list is not intended to be inclusive of every prohibited activity or behavior but is provided as a guide. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Rolla Public Library policy could result in restriction of library privileges, immediate removal from the premises, or exclusion from the library for a defined period of time (typically from one day to one year).

Disruptive or unsafe behavior

- Creating a disturbance in any manner that interferes with people's ability to use the library or staff's ability to do their job.
- Speaking in an abusive, threatening, profane or harassing manner to other library users or to staff.
- Making threatening gestures, including prolonged staring at an individual, stalking behavior, unwanted touching, or any behavior that could constitute fighting or assault.
- Speaking loudly, including on cell phones, or listening to music or videos without headphones. Cell phone ringers should be set to silent. Sound from headphones must not disturb others.
- Sleeping in the library for any extended period of time.
- Eating food or possessing an uncovered drink anywhere in the library except where permission has been obtained.
- Not being fully clothed including shirts and shoes.
- Emitting strong odors that interfere with or disrupt others using library spaces.
- Openly carrying a weapon unless authorized by law.

Inappropriate or unsafe uses of space

- Blocking aisles, pathways or entrances or otherwise preventing access to areas of the library.

- Bringing amounts of personal belongings into the library beyond what fits under a chair or in a study carrel; leaving belongings unattended.
- Bringing any animal into the library except a service animal as defined by the Americans with Disabilities Act (ADA) or an animal that is used as part of a library program. Service animals must be under the control of their handlers at all times (see Rolla Public Library policy on Service Animals).
- Misusing restrooms for bathing or shaving, soiling surfaces or facilities, or using restrooms for an extended length of time.
- Riding on skateboards, scooters or skates in the library or on library grounds; bringing bicycles inside.
- Failing to follow guidelines for use of the meeting room (see Rolla Public Library policy on Meeting Room).

Illegal or prohibited activities

- Viewing online materials deemed obscene, viewing child pornography or exposing a minor to pornography (see Rolla Public Library policy on Computer, Internet Access and Safety).
- Engaging in sexual misconduct, such as indecent exposure, or touching or harassing patrons or staff. Sexual acts of any type are not permitted.
- Using tobacco or smoking cigarettes or e-cigarettes inside the library (see Rolla Public Library policy on Smoking); consuming alcohol or marijuana; possessing or using illegal drugs; or being intoxicated or under the influence of drugs.
- Tampering with, damaging or stealing library materials, software, furniture or equipment; failure to follow Rolla Public Library's policy on Computer, Internet Access and Safety.
- Using another person's library card without permission.
- Using false identification to acquire a library card.
- Soliciting, campaigning, distributing or selling materials, or panhandling on library property (see Rolla Public Library policy on Solicitation).
- Distribution of leaflets or posting of notices without authorization.
- Entering staff and other non-public areas without permission.
- Using library phones without permission.

The library reserves the right to modify these rules at any time.

Consequences for Noncompliance of Code of Conduct

Consequences for violation of the Rolla Public Library Code of Conduct or the commission of illegal conduct in the library may include:

- Verbal and/or written warning. A Rolla Public Library staff member will, when reasonably possible, advise the individual of the applicable rule and violation verbally and, if warranted, in writing, and if reasonably possible, afford the individual with an opportunity to address the alleged violation before implementing a further consequence.;
- Suspension of library privileges including instruction to leave the library immediately and not to return to the building for the rest of the day. This consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring immediate action, in consideration of the severity of the violation as determined by the Library Director, or the Library Director's designee.
- Suspension of library privileges, including removal from, and denial of access to, all in-person library services, facilities and grounds for a period ranging from more than one day to one year. This

consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring immediate action, in consideration of the severity of the violation, where a one-day suspension is inadequate, as determined by the Library Director, or Library Director's designee.

- Permanent suspension of library privileges. In extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior.

In the case of repeat, continuing or serious violations, or entering library premises after a denial of access, a Rolla Public Library staff member may notify law enforcement and request removal from library premises or other action.

Guardians of minors will be notified of any consequence except that such notification shall not be required for a verbal warning.