

## **LIBRARY BEHAVIOR GUIDELINES**

**The following behaviors will not be tolerated. Examples of disruptive behaviors are included below, however this list is not exclusive. Engaging in disruptive behaviors may result in suspension of use of the Library, either for a defined period of time or permanently:**

- Leaving children unsupervised [see also "Unattended Children Policy"]
- Improper computer and internet usage
- Verbal altercations or obscene language
- Harassment
- Physical altercations including assault or violent acts
- Threats of physical harm
- Loitering
- Sexual misconduct
- Theft, including not properly checking out Library materials
- Mutilation of Library property and/or items in the Library collection
- Reconfiguring computer software offered by the Library
- Disruptive behavior
- Vandalism
- Cursing, obscene or abusive language
- Smoking
- Bodily hygiene that is offensive so as to constitute a nuisance to other persons; in such instances, Library staff may ask visitors to leave the Library until the bodily hygiene is no longer offensive
- Using or bringing controlled substances into the Library or on the grounds
- Placing or "hiding" outside items within the Library building or grounds without obtaining oral or written approval of a Library manager
- Drinking or bringing alcoholic beverages into the Library or on the grounds
- Coming onto Library property while intoxicated or under the influence of controlled substances
- Leaving personal items unattended on Library property; such items may be discarded at the discretion of Library management in order to preserve a safe environment for Library guests and staff
- Leaving any unauthorized vehicle in the employee parking lot; such vehicles may be towed at the owner's expense.
- Roller-skating, roller-blading, skateboarding, scootering or bicycling beyond uses as transportation to get to the Library to use materials in the building.
- Removing Library materials or equipment without checking these out properly by Library staff at the Circulation Desk or using a Self-Check workstation
- Misusing, damaging, defacing and/or removing without authorization anything from the Library building and grounds
- Soliciting and/or selling without prior approval of Library management
- Running, shouting, and/or roughhousing
- Playing in the elevators or on the staircases, and running in areas where it endangers others
- Disturbing others with loud talking, including during the use of portable phones and other electronic devices
- Distributing leaflets or posting notices not authorized by Library staff and/or the Library Board
- Playing music or other media at a level that is disruptive to other guests and/or Library neighbors.
- Buying, selling, advertising, or trading products or services for cash or other consideration (*except in support of the Library*); political rallies or meetings; religious services or instruction are not allowed on Library property.
- Bringing animals, insects and other living organisms into the Library by customers. Service animals trained to provide assistance to an individual with a disability are permitted in the Library. From time to time, animals, etc. may be used in Library programs with the permission of the Library Director and only under certain conditions that address the safety of guests and care of the facility.
- Eating & drinking outside the Program Rooms and public break areas is permitted at the discretion of Library Staff.

**August 18, 2016**