Eagle Free Library

Policy: Code of Conduct

Adopted:

 **Code of Conduct Policy**

**Policy Statement**

In order to provide a safe and appropriate environment that allows all customers to use the library to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations. Individuals on library property are required to adhere to this Code of Conduct policy.

**Code of Conduct:**

1. Customers shall engage in activities associated with the general use of a public library.
2. Customers shall respect the rights of other customers and refrain from disturbing, harassing, or assaulting individuals on library grounds.
3. To respect the use of the library space, all customers are asked to set their cell phones to “no-ring” (vibrate) mode upon entering the library. Individuals needing to use a cell phone while in the library may use the enclosed back room or lobby area.
4. Noise should be kept at a reasonable level at all times on library property.
5. Smoking is prohibited throughout the library’s facility and on library property (see Tobacco Use Policy).
6. Customers are welcome to enjoy non-alcoholic beverages in closed containers while in the library. Alcoholic beverages are prohibited in the library unless consumed during an event with appropriate licensing previously approved by the board.
7. Customers may not utilize the library while under the influence of alcohol or drugs.
8. Customers shall not engage in any illegal activities while on library property. Persons whose actions violate state or local law will be prosecuted.
9. Customer shall not interfere with the use of the library by other customers or with library employees’ performance of their duties.
10. Customers shall not deface or mar library materials or property.
11. Customers shall not enter the building without appropriate clothing including a shirt and shoes.
12. Customers shall not bring pets or animals into the library, other than trained service animals recognized under the Americans with Disabilities Act.
13. Weapons are not permitted on library property without appropriate permits.
14. Any materials removed from the library must be checked-out on a valid library card or through other standard library procedures.
15. Unauthorized use of the library’s computer network or failure to comply with the library’s Internet Access Use Policy may result in suspension of library privileges.
16. All patron complaints are to be reported to the Library Director.

Any customer in violation of these or other rules of the organization may be required to leave the library premises and may forfeit his or her library privileges. Library employees are authorized to contact appropriate law enforcement officials if deemed necessary.

If a violation of this policy occurs, the Board reserves the right to authorize an indefinite suspension from the library to an individual. An individual whose privileges have been suspended may have the decision reviewed by the Board of Trustees.

In case of disruptive behavior customer identification including name, address, and phone number may be requested.

Board of Trustees

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Adopted: March 2, 2020