

<b>Boone Area Library</b>  POLICY AND PROCEDURES	Section:  Personnel	<b>Reviewed: 1/16/2024</b> <b>Effective Date: 10/2022</b>
	Title:  <b>Code of Conduct</b>	<b>Supersedes: New</b>

## 1.0 Policy

### 1.1 Policy Statement

In order to prevent unacceptable behavior in the library, the purpose of this policy is to clearly state the rules for patrons visiting the library grounds and to protect patrons, staff and volunteers of the library as well as the physical structure, all materials and equipment.

### 1.2 Scope

This policy applies to any patrons that enter the library.

## 2.0 Guidelines

### 2.1 This code of conduct prohibits the following:

1. Eating and drinking in the library unless approved by library staff.
2. Smoking, vaping and the use of tobacco products.
3. Possession and consumption of illegal drugs, narcotics, or controlled substances.
4. Possession and consumption of alcohol except at authorized library functions.
5. Possession of weapons.
6. Animals unless they are working animals or part of pet therapy programs with the approval of the Borough Council.
7. Misuse of the restrooms.
8. Use of library phone unless approved by library staff.
9. Leaving children under the age of 11 without a guardian's supervision. Appropriate age to be in the library unattended is up to the discretion of the library staff.
10. Talking loudly.
11. Making noise or engaging in disruptive behavior, including the loud use of cell phones, electronic games or media.
12. Blocking the entrance or exit of the library.
13. Interfering with others' use of the library.
14. Walking behind the circulation desk.

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15. Use of offensive or abusive language or behavior to patrons or library staff
  16. Damage, theft or abuse of library property.
  17. Soliciting without approval from library director.
  18. Entering without proper attire including shirt and shoes.
  19. Exhibiting poor personal hygiene, including offensive and pervasive odors, which are offensive to others
- 2.2 Patrons behaving in an unacceptable manner will be asked once to modify their behavior. Upon failure to do so, they will be asked to leave the library. Police will be called if there is not compliance, or if staff feels in any way unable to handle the situation, or feels threatened. In addition, patrons may have their borrowing privileges revoked or be banned from the library.