

## **Code of Conduct Policy for the Hamburg Public Library**

**It is the purpose of the library to provide a safe and positive environment for both the staff and the customers of the Hamburg Public Library. This policy defines the behavior, which is unacceptable and prevents the fulfillment of that purpose.**

- 1) Food and drink are not permitted within the library building, except for library staff or volunteers and library supported activities. Customers will be encouraged to consume the food in the lobby before entering.
- 2) No use of any tobacco products, alcoholic beverages, or illegal drugs in the library building is permitted.
- 3) Shirt and shoes required.
- 4) Causing a disturbance or engaging in any behavior, which interferes with other customers' use of the library is not permitted. No mutilating, defacing, or otherwise damaging library property, materials, or equipment by marking, underlining, removing pages, etc.
- 5) No animal permitted except for service animals or those participating in a library program.
- 6) Physical, sexual, or verbal harassment of other library customers or of the staff will not be tolerated and may result in the notification of the police.
- 7) Removing or attempting to remove library materials without proper checkout or authorization is not allowed and may result in referral to police.
- 8) No weapons allowed in the library except for those authorized by the law.
- 9) Customers are responsible for personal items while in the library. The Hamburg Public Library is not responsible for lost/stolen items.
- 10) Children under 8 should be accompanied by their parents. Children over 8 who act in a disruptive manner will be warned. If misbehavior continues, they may be asked to leave the library, and if necessary, their parents will be contacted to pick them up.
- 11) If a child under 18 is left at the library at closing time and needs a ride, the staff will attempt to reach the parents. If they are not successful, the police will be contacted to report an abandoned child.
- 12) No solicitations inside the library are permitted unless approved by the Library Director.
- 13) Misuse of the restroom is not permitted, this would include bathing, shaving, or washing clothing.
- 14) Cell phones must be on silent or vibrate. No cell phone conversations in the library. Texting is permitted.
- 15) Sleeping.
- 16) Monopolizing library space, seating, tables, or equipment to the exclusion of other customers and staff is not allowed.

- 17) Obstructing aisles, walkways, or doorways with self or personal effects.
- 18) Exhibiting poor personal hygiene, including offensive and pervasive odors, which are a nuisance to others.

These rules shall be applied in a neutral and non-discriminatory manner to protect the property, customers, and staff of Hamburg Public Library and to maintain the availability of Library resources for all customers.

Any customer whose privileges have been revoked may appeal the decision to the Board of Trustees via written request to the Library Director within fourteen (14) days of the denial of library services.

Amended, Hamburg Board of Trustees

November 12, 2019