



# The Boyertown Community Library

24 North Reading Avenue, Boyertown, Pa 19512  
(610) 369-0496 Fax (610) 369-0542

## Behavior Policy/Code of Conduct

### 1. Purpose

The purpose of the Behavior Policy/Code of Conduct is to establish, in writing, clear and concise rules of acceptable behavior for patrons within the Boyertown Community Library (BCL), or on BCL property, as a way to protect library patrons, volunteers and staff as well as the library's building, furnishings, materials and equipment.

### 2. Application of the Policy

This policy applies to ALL BCL patrons, staff and volunteers and shall be applied equally regardless of race, creed, color, religion, age, gender, economic or social status, physical ability, or sexual orientation.

### 3. Prohibitions

This policy prohibits the following:

- a. Eating or drinking in the library unless approved by library staff;
- b. Excessive noise such as extremely loud talking or playing of loud audio equipment;
- c. Phone calls inside the building;
- d. Smoking or chewing tobacco, including e-cigarettes;
- e. Weapons, except where permitted by law;
- f. Animals (other than service dogs or those attending scheduled library activities);
- g. Misuse of restrooms;
- h. Misuse of library telephone;
- i. Engaging in disorderly conduct, or defiant trespass;
- j. Sleeping;
- k. Blocking the entrance or loitering;
- l. Interfering with another patron's use of library materials or equipment;
- m. Going behind the circulation desk, unless otherwise permitted;
- n. Mutilating, damaging or defacing any library materials or property;
- o. Use or distribution of alcohol or any other controlled or illegal substance;
- p. Inappropriate and/or indecent behavior;
- q. Skateboarding, rollerblading, bike riding, or scooter riding on library property;
- r. Littering;
- s. Entering the library without proper attire (shirt or shoes);
- t. Exhibiting poor personal hygiene, including offensive and pervasive odors which are a nuisance to others;
- u. Criminal activities;
- v. Display on clothing, or signs, obscene pictures, or hate-inciting or offensive language;
- w. Distribution, posting or placement on BCL property any materials not expressly approved by the library's Director or Board of Trustees; and
- x. All solicitations not approved by the Library Director and/or Board of Trustees.

#### **4. Failure to Comply**

Patrons disobeying this policy will be asked to modify their behavior, or, in the case of a gross violation of this policy, asked to leave the library. Should the patron(s) refuse; the police will be called to escort the patron(s) from the library premises. When criminal actions are committed, the library can prosecute to the fullest extent of the law. (It should be noted that criminal offenses committed against a library are a felony in the state of Pennsylvania.)

#### **5. Search of Patron Belongings**

Should BCL staff suspect a patron of theft of any kind, the library staff will call the police.

If the patron is found to have stolen library property, they can be prosecuted to the fullest extent possible. A note will be entered into the patron's library card account and they will be barred from the premises.

Approved 3 March 2014

Amended and Approved 25 July 2018