



# MIFFLIN

## COMMUNITY LIBRARY

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### POLICY

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#### CODE OF CONDUCT

Effective October 28, 2015

- I. Objective: to establish, in writing, clear and concise rules of acceptable behavior in the library in order to protect not only the library's patrons, volunteers and staff but also the library's building, furnishings, materials and equipment.
- II. This Code of Conduct applies to all patrons and is non-discriminatory with regard to age, color, creed, economic or social class, gender, physical ability, race, religion or sexual orientation.
- III. This Code of Conduct does not in any way deny or limit a patron's right to read, view or receive any written, audio, visual or technical information.
- IV. This Code of Conduct **prohibits** the following:
  - A. Eating or drinking in the library unless approved by library staff
  - B. Excessive noise such as loud talking or loud playing of audio equipment
  - C. Cell phone use in the library (other than in the vestibule), unless approved by library staff
  - D. Smoking or chewing tobacco
  - E. Weapons
  - F. Animals other than service dogs
  - G. Misuse of restrooms
  - H. Misuse of library telephone
  - I. Leaving children under the age of ten without supervision by an adult. No child under age 15 should be in the library more than four hours at a time.
  - J. Engaging in disorderly conduct or defiant trespass as defined in 18 Pa.C.S.A. §§ 5503, 3503
  - K. Sleeping
  - L. Blocking the entrance or loitering
  - M. Interfering with another's use of the library
  - N. Failure to cooperate with reasonable staff requests; going behind the circulation desk
  - O. Mutilating, damaging or defacing any library material or property including shrubbery, trees and flowers
  - P. Intoxication and/or use or distribution of controlled substances
  - Q. Inappropriate &/or indecent behavior
  - R. Skateboarding, rollerblading, bike riding or scooter riding on the property
  - S. Littering
  - T. Entering without proper attire, including shirt and shoes
  - U. Exhibiting poor personal hygiene, including offensive and pervasive odors which are a nuisance to others
  - V. Criminal activities.
  - W. Using or displaying on clothing or signs abusive, threatening, harassing, hatred-inciting, or offensive language
  - X. Distributing, posting, or placing on library property any printed materials except through authorized library procedures.
- V. This Code of Conduct prohibits all solicitations not approved by library staff.
- VI. When patrons are not complying with library regulations, library staff may request to see appropriate documents for identification purposes. Patrons disobeying rules will be asked to modify their behavior, or, in the case of more serious violations, asked to leave the library. If the patron refuses, the police will be called. Where criminal actions are committed, such as mutilation or theft of library materials, the library will prosecute to the full extent of the law. Procedures specified in the library's Security Policy will be followed.
- VII. The library reserves the right to search every bag, knapsack or briefcase.
- VIII. Additions to the above policies are at the discretion of the Library Director and the Library Board which reserve the right to add to this *Code of Conduct Policy* at any time.