

## **CONDUCT IN LIBRARY POLICY**

### **Purpose:**

It is the policy of the Colfax Public Library to provide a safe, comfortable environment that is conducive to the use of library facilities, resources, and equipment either by individuals or small groups. The library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes

### **Behavior Not Allowed in the Library:**

- any behavior that endangers the safety or health of others
- Bullying or the harassment of another library customer
- Violation of any local, state, or federal law
- Vandalism or deliberate destruction of library properties
- Theft of library materials or the personal property of others patrons or staff members
- Deliberate disruption of library procedures (including the work of the staff)
- Use of abusive language
- Loud talking or laughing that disturbs or could disturb other patrons
- Sleeping as well as smoking, eating or drinking in areas not designated for these activities
- Impeding passageways through physical presence or with personal property. Leaving personal property unattended could result in those items being removed by staff.
- Inappropriate dress (shirts and shoes must be worn at all times)
- entry into PERSONNEL ONLY areas
- Use of cell phones that is disruptive to other patrons. Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication device in a manner that disturbs others.
- Possessing, consuming, selling or being under the influence of alcohol or illegal drugs, the use of tobacco or vaping.
- Possessing firearms, concealed or openly visible, on library premises with the exception of those carried by authorized law enforcement agents.
- Trespassing or entering the library property when banned.

Revised Aug. 7, 2013, Feb. 3, 2015, Jan. 3, 2018

