

# Library Rules of Conduct

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For the comfort and safety of library users, volunteers, and staff, and the protection of library property, and pursuant to the authority set forth in Idaho Code § 33-2607(2), it is the determination and decision of the Caldwell Library Board that the following actions are examples of conduct which shall not be allowed on library property:

Any behavior which is disruptive or which hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, fighting, and congregating in large groups.

Engaging in any behavior which may interfere with patrons' use of the library is prohibited. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building and appropriate attire must be worn when in the library and on library property, (i.e. shoes and shirts).

- Use of all tobacco products and electronic cigarettes is prohibited in the library.
- Telephones located at the public service desks are for business use only. A patron cell phone is located at the circulation desk and can be used for short calls, children needing a ride home, and for emergency situations.
- Those using portable electronic devices shall disable sounds, so as not to create a disturbance for other library users.
- Bringing pets or animals, other than legally defined service animals, into the library, except as part of an authorized library program is not permitted.
- To ensure uninterrupted public access to all the resources of our library for our patrons, any persons who desire to engage in petitioning, leafletting, soliciting or conducting of surveys on CPL property should first discuss with the Library Director or their designee in order to receive site-specific directions on any applicable time, location, and related rules for that activity. No petitioning is permitted inside the library. Please note that panhandling and selling of goods or services are prohibited anywhere on Library property. The Library and Friends of the Caldwell Library are exempt from the above policy for purposes benefiting the library.
- Parents or legal guardians are responsible for the behavior of their children while they are on library property. Children under the age of 8 must be attended by a parent or other responsible caregiver, age 14 or older, in the same service area at all times while on library property.
- The consumption of food and drink within reasonable limits at the discretion of library staff is allowed. Refreshments may be served in the community room.
- Using wheeled devices such as skateboards and bicycles inside the library is prohibited.

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- Theft, vandalism, and mutilation of library property are offenses which will be prosecuted. The library reserves the right to inspect all bags, purses, backpacks, and other such items. The library is not responsible for unattended items.
- Fraudulent use of another person's library card and/or card number for any purpose, including reserving or using computers, is prohibited.
- Onsite purchase or sale of goods or services or collection of dues or donations is prohibited, unless expressly permitted in advance by the library director.
- Individuals who violate these rules may be asked to leave the library. Repeated violation of these rules may result in long-term expulsion from the library.

## **Infractions:**

- 1<sup>st</sup> Occurrence: A verbal warning by library staff and the individual will be given a copy of this policy. The warning will include verbal notification of suspension for the day if behavior continues.
- 2<sup>nd</sup> Occurrence: Patron's library privileges will be suspended for seven days.
- 3<sup>rd</sup> Occurrence: Patron's library privileges will be suspended for thirty days.
- 4<sup>th</sup> Occurrence: Patron's library privileges will be suspended for 12 months.

Patrons whose use of the Library facility is limited or revoked may appeal that decision in writing to the Library Director, in an effort to have his or her privilege to enter the library restored. The appeal must be submitted to the Library Director, in writing, within ten (10) days of the decision in question. In the case of any suspension of privileges exceeding thirty (30) days, a patron may further appeal the decision of the Library Director to the Library Board. Said appeal must be submitted to the Library Director, in writing, within ten (10) days of the decision of the Library Director on the initial appeal. The decision of the Library Director, and, in cases of revocations exceeding thirty (30) days, the Library Board, shall be final.

Any patron whose privileges have been limited or revoked shall attend a meeting with the Library Director to review this Library Rules of Conduct policy before her or his privileges may be reinstated.