8.0 Library Conduct

8.1 General

A. Purpose: To establish guidelines to identify and address behavior that interferes with the use and enjoyment of the library by its customers and to ensure that enforcement of these guidelines will be fairly administered and consistent. The following guidelines are to be used when determining the appropriate response to any violation of library rules.

B. When a security officer or deputy is on duty, it is their responsibility to address unacceptable library conduct and enforce consequences. In the absence of a security officer or deputy, the branch manager or their designee is responsible for enforcement. **In any situation where you feel threatened or perceive a potential for violence, call 911.**

C. To ensure fair and consistent enforcement of the library conduct policy, violations are classified into one of six levels of response:

1. warning
2. one-day suspension of library privileges
3. one-week suspension of library privileges
4. one-month suspension of library privileges
5. one-year suspension of library privileges
6. permanent loss of library privileges

Suspension of privileges is defined as the loss of an individual’s right to use library services including entering any library facility.

D. Violations to be addressed with **warnings** and to be followed by a **one-day suspension** of library privileges **if warnings are repeatedly ignored**:

1) Engaging in loud conversation that disturbs other customers or staff
2) Smoking or the use of electronic cigarettes within the library
3) Using radios, cell phones, beepers or other equipment in such a manner that interferes with the use of the library by other customers
4) Bringing animals other than service animals into the building
5) Soliciting or selling of any kind
6) Distributing or posting of notices not authorized by the library administration
7) Using staff equipment without authorization
8) Eating food or drinking a beverage that is not covered unless such activity is associated with the use of a library meeting room
9) Moving library furniture or equipment from one location to another
10) Bringing large suitcases, duffle bags, or any other inappropriate pieces of luggage or equipment into the library. All bags brought into the library are subject to search.
11) Leaving young children or dependent adults unattended for extended periods of time in the library (see 8.3 unattended children)
12) Not wearing footwear; not wearing a shirt or other covering on one’s upper body;
wearing a wet bathing suit in a library
13) Neglecting personal hygiene to an extent that interferes with the ability of library customers or staff to use and/or enjoy the facility
14) Improperly exiting from the library
15) Taking library materials into bathrooms
16) Sleeping in the library or on library property
17) Entering nonpublic or restricted areas of the library without authorization
18) Engaging in hazardous movement such as running, jumping, skateboarding or roller skating
19) Failing to adequately supervise children who are impeding the use and enjoyment of the library by others

E. Violations to be addressed by a **one-week suspension** of library privileges:
   1) Using obscene or abusive language or gestures
   2) Blocking or in any way interfering with the free movement of any person or persons
   3) Using lavatories for meetings, loitering, washing of clothes, consumption of food or beverages, or other activities inappropriate to a lavatory
   4) Improper interference with library employee performance of their duties or other harassing behavior toward library employees or customers
   5) Repeated violations of any infractions or combination of infractions listed in category D

F. Violations to be addressed by a **one-month suspension** of library privileges
   *A repeat of any infraction listed in category E*

G. Violations resulting in a **one-year suspension** of all library privileges including entrance to any facility:
   *Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance or regulation, including but not limited to:*
   1) Willful destruction of or damage to any library property
   2) Solicitation for immoral purposes
   3) Carrying a weapon of any type into the library

H. Illegal acts or behavior on library property leading to arrest and conviction will result in a **permanent loss of all library privileges** including entrance to any facility when judicial process is utilized.

I. When necessary to ensure compliance, law enforcement may be asked to enforce a no trespass order.

J. Serious incidents, including those resulting in greater than a one-day suspension are to be documented and a copy of the incident report sent to Library Administration.

K. **In any situation with a potential for violence or in any situation involving drugs, alcohol or a weapon, 911 should be called.**

1No beverages are allowed in the North Carolina Room because of rare materials

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