

## **RULES OF CONDUCT POLICY**

### **Purpose Statement:**

The Norwalk Easter Public Library Board wants the library to be a place where patrons and staff feel safe and secure. We believe our mission is to create a welcoming environment that provides equal access to information, materials and services for people of all ages.

The Library Board authorizes the staff to prepare guidelines for behavior within the library and to enforce the guidelines. The guidelines will include the possibility of temporary or permanent removal of library users who are disruptive or dangerous. Additionally, the Library Board authorizes the staff to put into place procedures to protect library patrons such as children or others unable to care for themselves. If a library user wants to appeal a staff decision, the Library Board will hear such appeals.

Library staff members should not hesitate to call for police assistance if they feel there is an imminent danger to patrons, staff, or facilities.

The library enforces the following rules of conduct to ensure the rights and safety of its customers, personnel and to protect its materials, equipment, building, and grounds.

### **Library Rules & Guidelines**

*Persons in the library or on library property may not:*

- Engage in any behavior or activity that endangers the health or safety of others
- Violate library policies or engage in illegal activities
- Interfere with another person's use of the library or with library personnel's performance of their duties
- Misuse, damage, or steal library property or the property of others
- Possess or consume an intoxicant or illegal substance, except at a library sponsored event when alcohol (beer and wine) is approved

- Be under the influence of an intoxicant or illegal substance
- Use tobacco products, e-cigarettes, or vaporizers.
- Engage in lewd or inappropriate behavior
- Leave children under the age of ten unsupervised
- Use unauthorized entrances and exits or enter nonpublic areas
- Use skateboards, rollerblades, sleds, or other sports equipment
- Bring animals into the building (service animals or those involved in a library program are permitted)
- Conduct surveys, petition, solicit, or engage in commercial activities except for authorized library purposes
- Interview, photograph, or audio/video tape except at library sponsored events or unless authorized by library personnel
- Enter the building without appropriate attire (i.e. shirt, shoes, etc.)
- Store personal items in the building

Additionally, patrons should be aware:

- Library users are responsible for compliance with copyright law.

If the offense is serious or frequent, the Library will enforce its rules by asking the individual(s) to leave the library, by declaring that the individual/s may not trespass on library property or if there is an immediate threat, by calling the police.

Adopted by the Norwalk Easter Public Library Board of Trustees October 10, 2005

Revised February 16, 2009

Revised April 8, 2013

Revised March 9, 2015

Reviewed and Revised May 8, 2017