

THE
HELEN KATE FURNESS
FREE LIBRARY

Patron Code of Conduct

The Helen Kate Furness Free Library is committed to being a safe and welcoming place for selecting materials, reading, learning, writing, and attending programs and meetings. The library has established this Code of Conduct to protect the comfort and safety of patrons, volunteers, and staff; and to preserve and protect the library's materials, equipment, facilities, and grounds. We appreciate your cooperation in contributing to a welcoming environment for all.

The following observable behaviors and activities are not allowed on library property.

Behaviors prohibited by law or library policy

- Threatening, disrupting, or harassing other patrons, volunteers, or staff - verbally, physically or in writing, including all forms of electronic media.
- Using obscene, harassing, abusive, or threatening language.
- Committing or attempting to commit any activity that would constitute a crime.
- Carrying or handling weapons of any kind.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so.
- Any use of tobacco, marijuana, e-cigarettes, or any vapor device on library property.
- Being under the influence of alcohol or drugs; engaging in any manner of substance abuse; selling, using, or possessing controlled substances.
- Offensive touching, indecent exposure, or sexual activities.
- Violating local ordinances, state, and/or federal law.

Using library spaces and resources in an unsafe or inappropriate manner

- Damaging, stealing, or misusing library materials, furniture, equipment, or property.
- Damaging the property of staff, volunteers, or patrons.
- Interfering with access to the facility or library materials, including blocking access to entrances, exits and/or materials.
- Entering non-public areas of the library without permission or being in the library without permission of an authorized library employee before or after library operating hours.
- Creating a safety hazard. Examples include running, fighting, shoving, or any other roughhousing; riding skateboards in the library; bringing bicycles in the library building.
- Eating meals or preparing food inside the library. Light snacks and beverages with lids are permitted. Please properly dispose of all wrappers and containers in library trash receptacles.
- Using library restrooms for bathing or other extensive personal grooming.

Activities that unreasonably interfere with others' use of the library or a person's comfort and safety

- Engaging in conversations louder in volume than the general noise level of the area, or using personal phones or devices at such a volume that is disturbing to other library users.
- Viewing websites that are inappropriate in a public setting.
- Solicitation or panhandling of library staff, volunteers, or patrons.
- Entering or remaining on library premises with a bodily hygiene so offensive that it unreasonably interferes with other patrons' ability to use the library and its facilities.
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside a library or on library grounds, without library authorization.
- Photography and/or video recording of staff and/or patrons without their permission.
- Entering the library without shoes or a shirt.
- Not providing proper supervision of children. See Unattended Child Policy.
- Failing to comply with a reasonable staff request.
- Bringing animals, other than service dogs that meet the definition provided by the Americans with Disabilities Act, into the library unless authorized by the library director. Animals must be under control at all times, and never left unsupervised.

We want everyone to enjoy their time at the library. We reserve the right to restrict the use of library facilities, premises and privileges to those who do not abide by the Patron Code of Conduct.

If a person chooses not to follow the Patron Code of Conduct, the following can be expected:

1. A reminder will be given to the library patron that the behavior is unacceptable.
2. If the patron chooses to continue the behavior, they will be asked to leave the library premises for the rest of the day.
3. If the patron refuses to leave, the police may be called for assistance.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Helen Kate Furness Free Library in instances involving malicious destruction of property, physical violence threatened or executed, abusive language directed at library staff or other patrons, or of alcohol or illegal drug use. Patrons may have their library privileges suspended for a specified period of time. The length of a suspension may vary depending on the severity of the misconduct. Suspended patrons may appeal the action in writing to the Board of Directors of the Helen Kate Furness Free Library.