

# SILETZ PUBLIC LIBRARY

## Code of Conduct

All people using Library services are entitled to:

- Use Library resources and services without discrimination
- Receive friendly and respectful service
- Expect free and equal access to information
- Enjoy a clean and safe environment
- Make proper use of the library and its resources without interference

To ensure an atmosphere that encourages the use and enjoyment of library resources and services, promotes safety of the public and library staff, and protects library materials, equipment, building, and grounds, the Siletz Public Library prohibits the following behaviors:

- Disruptive or unsafe activity or behavior that interferes with the use of the library by others or with performance of duties by staff. Examples include but are not limited to: climbing, running, loud talking, unnecessary noise, throwing things, pushing and shoving, and verbal or physical harassment of patrons or staff.
- Eating in the main library. Covered beverages are acceptable except at computer stations.
- Smoking in the library or on library grounds.
- Destroying, damaging, or defacing library property.
- Bringing animals other than approved service animals in the library, or leaving animals unattended outside the library.
- Using skateboards, roller blades, roller skate, or other sports equipment in the library or on the pavements near the entrances.
- Using library facilities for the purpose of bathing or sleeping.
- Conducting surveys, panhandling, or soliciting.
- Audible use of cell phones or other personal devices so that other patrons are disturbed.
- Anything in violation of federal, state, or local law.

The safety and well-being of children at the library is of serious concern. It is the intention of this policy to enlist the cooperation of parents and other adults responsible for children to ensure that the Siletz Public Library provides a safe and pleasant experience for all who use it. The Siletz Public Library staff is committed to helping children with activities related to the Library. However, it is not the Library staff's responsibility to serve as baby-sitters, teachers, or disciplinarians.

- Parents are responsible for the behavior of their children while the children are in the Library and on Library property.
- Children under the age of 10 may not be left unattended at the library.
- As it is for adults, violations of library's Code of Conduct are grounds for suspension of library privileges for youth.

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### **Exclusions**

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures. Appropriate enforcement measures include:

- For minor violations, the staff person may simply ask the patron to comply with the rule.
- For serious violations (including disruptive behavior and failure to comply when requested) and for repeated violations, the staff person may require the person to leave the library premises and not return the same day. Staff may call law enforcement if the patron refuses to leave the library.
- Any instance of serious violation shall be reported to the library manager or designee, who shall decide whether an additional sanction, including exclusion for a period of time, is appropriate.

To suspend library privileges, the Library Manager or designee shall notify the person of their exclusion from library property.

Persons wishing to appeal an exclusion may appeal by submitting a written request to the Director of the Lincoln County Library District within seven days of receiving an exclusion notice. The Director of the Lincoln County Library District or designee will then hear the appeal within one week of receipt of the appeal.