

CONDUCT POLICY

The Evans Public Library District is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed."

Any patron who engages in any activity which materially disrupts the use of Library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

The following are prohibited:

- Eating or drinking food in the Library with the exception of the water fountain, baby bottles, and staff areas
- Smoking, the use of electronic cigarettes and the use of chewing tobacco
- Fighting
- Harassing others, either verbally or through actions
- Impeding access to the Library
- Talking that exceeds an acceptable noise level
- Running in the Library
- Solicitation for charitable purposes or selling with the exception of Friends of the Library
- Distribution of leaflets inside the Library if not approved for display by the Library
- Taking surveys, asking patrons to sign petitions or similar activities unless it is sponsored by the Library
- Animals, except those to aid persons with disabilities
- Not wearing shoes or a shirt
- Unattended children under the age of 6
- Climbing on furniture other than stepstools
- Unattended bags may not be left in the Library. The Library staff cannot be responsible for unattended property. Unattended property left outside will be reported to the proper authorities.
- Visitors are not permitted to bring any large bags, bags or carts with wheels, coolers or shopping carts into the Library.

Improper acts which are subject to prosecution under any criminal or civil codes are prohibited including and not limited to:

- Illicit manufacture, use, possession or distribution of controlled substances, look-alike drugs, drug paraphernalia
- The manufacture, use, possession or distribution of alcoholic beverages, marijuana, and its derivatives on library property.

In instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Library personnel will record instances in which patrons are required to leave the Library in a ledger maintained by the Library for that purpose. Upon the third recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Librarian shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Librarian shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

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