**Visitor/Patron Code of Conduct Policy**

**Approved 4-6-2016 Overbrook Library Board – Reviewed 12/20**

The purpose of the Patron Code of Conduct is to protect the rights of both users and staff and to provide a safe, comfortable, and convenient library environment. Members of the library staff have the right to exclude from the use of the Library any individual who violates these rules.

In most cases, one verbal warning will be issued to any person or group that violates the rules. A second violation will result in expulsion from the Library and its grounds. However, no warning is required if, in the judgment of Library staff, the behavior in question (a) violates federal, state, county, or municipal laws, or (b) poses an immediate threat to the safety or well-being of other Library users or staff.

Library employees are authorized to enforce these rules. The Library reserves the right to revoke or restrict library privileges of any patron for behavior contrary to these rules and regulations. In cases where voluntary compliance is not adhered to, the police may be called for assistance.

**General Rules of Conduct**

1. Removing any library property from the building without authorization through the established lending procedures is strictly prohibited.
2. Patrons can post materials on the community bulletin board near the west entrance. No materials can be posted in any other part of the library except official library approved notices and materials. No one is allowed to distribute leaflets or post notices not specifically authorized by the Library Director or designated staff member.

1. Visitors must wear protective footwear, and appropriate tops and pants or shorts. Wearing only swimsuits or a swimsuit covered with a towel is prohibited.
2. Visitors cannot bring pets or animals into the library, except as authorized for special library programs. Service animals are permitted. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Any animal, including a service animal, may be excluded from the facility when that animal's behavior poses a direct threat to the health or safety of others.
3. In accordance with K.S.A. 21-4009 and the Kansas Indoor Clean Air Act (2010 House Bill 2221), the library shall adhere to the following policy: No smoking is permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the library.
4. Examples of unacceptable behavior include but are not limited to:

* Abuse/vandalism of library facilities, equipment, or material,
* Behavior or language that is offensive to others;
* Use of tobacco or spitting;
* Excessive noise which disturbs others;
* Harassment/physical, sexual, or verbal abuse in any form, of other library users or staff;
* Intoxication or possessing alcoholic beverages or illegal drugs.
* Moving through the building with no apparent intention of using library materials or resources.
* Following staff members or library patrons around the building or otherwise engaging in harassing behavior.
* Engaging in any behavior that infringes on the rights of other patrons to use the library and its facilities peacefully and with enjoyment.

1. In general, except for scheduled programming, older youth and adults are not permitted to congregate in the Children’s Library Room for the sole purpose of hanging out. Some posted areas of the Children’s Library Room and the Wii Station are limited to those children aged 10 or younger.
2. As stated in the Unattended/Disruptive Children Policy, “Children who are being disruptive will be asked by staff to behave.  If disruptive behavior continues, a staff member will inform the responsible caregiver that their child is disturbing others.  If the caregiver(s) refuse or are unable to control the child, they will be asked to leave. Disruptive children 9 and older will be asked to leave after receiving one warning.
3. Food and drink is permitted in the library under limited circumstances. All cups will be covered with a tight lid, bottles must have screwtops, no open containers or pop cans are allowed in the library or at the computer stations. No eating is allowed at the computer stations.

By the authority of the Library Board of Trustees, those who refuse to abide by these

rules of behavior may be asked to leave the building or to surrender their rights to use these library facilities for an extended period. If efforts by the Director and his/her staff fail to reach understanding and agreement with such persons, the Library Director will create and maintain procedures to accomplish this purpose.