

## **Chapter 10**

### **Public Conduct**

#### **Section 1: Code of Conduct**

The library strives to maintain a safe and welcoming environment where people can enjoy the materials and services provided by the library. To best serve all library users and staff, standards and rules have been established for using the library.

Failure to-comply with the rules of conduct, after one warning, will result in the person being asked to leave the library. Non-compliant individuals may be arrested and prosecuted for criminal trespass and issued a Ban and Bar notice.

#### **Rules of Conduct**

- Respect one another, including library staff, and other customers.
- Comply with any reasonable request from the library staff.
- Use cell phones in a manner that is not disruptive by setting ringer to vibrate and speaking quietly. Move outside, into the lobby or a study room when normal conversational tones are necessary.
- No abusive or obscene language.
- No fighting.
- The use of tobacco products, including electronic cigarettes, is only permitted outside in designated areas.
- Alcohol or illegal drugs are not allowed anywhere on library property.
- Intoxication is prohibited.
- No weapons are allowed on the library property. Local gun laws are enforced.
- Treat library materials and property appropriately. Do not damage, destroy, or deface.
- Check out all library materials before leaving the library.
- Pay for all printing and photocopying from library equipment.
- Do not leave personal items unattended.
- Use restroom facilities properly.
- Use computers in compliance with the library's computer usage policies.
- Only registered service animals are permitted in the library.
- Appropriate dress (shoes and shirts) is required.
- Dispose of trash in proper waste containers.
- Eating food or consuming beverages is permitted in the library, except in prohibited areas where library property could be damaged, such as public computer stations and around other library equipment.
- Non-alcoholic beverages and other liquids in cans, lidded or screw top containers are permitted. Report spills immediately to a staff member to avoid potential library property damage.

- Visitors consuming food or drink in the library are responsible for damages to library property.
- Use audio/video devices with headphones.
- Entry/exit areas and aisles must be kept clear.
- Roller skating and skateboarding are not permitted on library property.
- Maintain a bodily hygiene that is not offensive so as to constitute a nuisance to others.
- No soliciting, panhandling, or behavior that disturbs or intimidates others.
- No excessive displays of affection.
- Taking surveys, circulating petitions, distributing leaflets, and similar activities are permitted in the library only when authorized by the Library Director.
- The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted.

## **Section 2: Unattended Children**

### Definitions:

For the purposes of this policy, a **child** is anyone eight (8) years old or younger.

For the purposes of this policy, a **responsible caregiver** is either a parent/guardian or another caregiver at least 12 years of age or older who takes responsibility for a child by carrying emergency contact information and staying within eye contact in the immediate vicinity of the child.

For the purposes of this policy, an **unattended child** is a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or left alone in the building.

The library is a busy public facility. Children are welcome to use the library's facilities and services. The responsibility for children using the library rests with the parent/guardian or the responsible caregiver, not with library staff.

All children age 8 and younger must be accompanied by a parent or designated responsible caregiver while in the library or attending a library program. We ask that the responsible caregiver remain within visual contact and in their immediate vicinity while on library premises.

When library staff is made aware of an unattended child, library staff will make a reasonable effort to locate the responsible caregiver. If the responsible caregiver is not located, library staff will notify the police.

Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. If a young person's behavior violates the library's Public Conduct Policy (see section 1), the young person will be

asked to leave the library. A young person who is not able to leave the library without an adult should not be left alone at the library.

Parents/guardians are responsible for picking up children prior to closing time. Children left unattended or deemed to be in a potentially dangerous situation may be picked up by the police for their own protection if their parents/guardians cannot be contacted. Library staff is authorized to remain with the child until police arrive. However, the library staff cannot assume liability for children's safety and behavior

Approved August 16, 2007

Revised August 19, 2010; August 15, 2013; June 16, 2016, September 20, 2018

Revised & Approved: August 15, 2019

### **Section 3: Social Media Policy**

To reach out to our community and to encourage conversation about library related topics, the library incorporates various social media applications into its collection of tools and resources such as the Library's web page, Facebook account, and catalog. With technological changes and increased communication via social media, the library will use social media applications to engage current and potential library audiences more effectively and to enhance services.

Content on the Library's pages will be maintained by designated library staff. Content generated by library staff will demonstrate the respectful resourcefulness of the library's Ralston brand.

Sites linked to our sites are not monitored by library staff.

Any comments or photos that do not follow policy will be removed from the site. Comments may be removed, blocked, or edited if they contain any of the following:

- Obscene, profane, or sexual content
- Conduct or encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party
- Personal attacks, insults, or threats
- Potentially libelous statements
- Organized political or religious activity or proselytizing
- Private, personal information published without consent or about a minor
- Content or hyperlinks unrelated to the forum
- Commercial promotions or spam
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, ancestry, national origin, age, sex or gender, handicap or disability, arrest or conviction record, marital status, sexual orientation, military service, or the use or nonuse of lawful products outside of the workplace

- Images or sound recordings related to any of the above

Comments posted are subject to state and federal laws.

Approved June 16, 2016

Chapter Revised and reviewed: June 16, 2016

#### **Section 4: Suspension of Privileges for Health and Safety Reasons**

It is the responsibility of the Baright Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs and some types of beetles.

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, or bed bugs.
- Items on loan to customer were returned with evidence of fleas, lice, and bed bugs.
- Customers with clothing that is stained with urine or feces.

Patrons are asked not to use the book drop for materials with signs of insect infestation and should contact the Library for instructions on returning materials.

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Director, or in their absence a designated staff member.

Any materials returned by a patron that shows evidence of live or dead bugs will result in immediate suspension of BPL privileges for that patron and any patrons in the same residence. Patrons are asked not to use the book drop for materials with signs of insect infestation and should contact the library for instructions on returning materials.

A similar suspension of privileges will apply for the source, if the bed bugs originated in another residence. Suspension will be lifted after the patron and original source present(s) proof that

their residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.

Approved July 20, 2023

### **Section 5: Demonstrators, Solicitors, and Petitioners Policy**

This policy is intended to identify the time, place, and manner in which people may use the exterior areas of the Baright Public Library (BPL) property to exercise their First Amendment constitutional rights.

This policy covers only the exterior areas of BPL property which includes the walkways connecting the library buildings with sidewalks adjacent to the public streets.

This policy does not apply to the public sidewalks adjacent to the public streets. Separate policies regulating the time, place, and manner of an activity may apply, as well as separate policies governing interior spaces or BPL offices, parking areas, and grassed areas.

Leafleting, political campaigning, exhibition of signs, petition signature gathering, political or charitable fund raising, and other expressive activity is permitted on the exterior areas of BPL property, including the connecting walkways, to the extent otherwise permitted by law. Such activity will not be permitted:

- On the buildings' exterior steps and entrance way
- In any way that obstructs or otherwise interferes with access to the buildings which typically includes an area five feet laterally from the sides of entrances and exits and ten feet in front of entrances and exits
- Within the buildings' vestibules
- On handicapped accessible ramps
- On vehicle parking surfaces
- Outside of the hours the building is open to conduct business
- Any place that obstructs or interferes with driveways to the buildings and their parking areas
- Any other exterior space specifically designated by the library's executive director on a case by case basis
- Any activity that damages public property

BPL staff shall have responsibility for enforcing this policy. The Ralston Police Department will be responsible for enforcement of criminal laws.

Approved August 15, 2024