**LIBRARY CODE OF CONDUCT PLAN**

**Prepared for:`**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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*Leaders of the Library should review this policy with their local law enforcement agency. They should fill in red items with locations or staff members in their organization. The policy should be formally adopted, and the staff should be educated and trained in its contents.*

**----------REMOVE ABOVE PARAGRAPH----------**

# PURPOSE

The insert library name seeks to be a welcoming center for the community. Library staff and patrons are expected to behave in a manner that respects the rights and dignity of other library users.

# GENERAL CONDUCT

To create an environment based on mutual respect and free of harassment, some behaviors are specifically prohibited. These include, but are not limited to:

* Stalking (physically or virtually)
* Harassment, including jokes or comments that target a person’s race, color, religion, gender (including pregnancy), gender expression, sexual orientation, national origin, age, veteran status or disability. This includes questioning a person’s right to use the bathroom or other facilities based on these categories.
* Unwelcome attention or contact. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
* Intimidation
* Assault and/or battery
* Sustained disruption of events
* Harassing or non-consensual photography or recording

All library staff and users are expected to observe these rules.  Anyone can report if someone’s behavior has made them uncomfortable, or if you witness the same thing happening to someone else, you should immediately contact a library staff member.

# CONDUCT OF LIBRARY STAFF

All staff members of the insert library name shall exhibit respect for personal privacy, protect personal data necessarily shared between individuals and institutions, maintain neutrality regarding collection access and service, provide equitable services, and treat library users with fairness and respect.

**Conduct of Library Patrons**

In order for patrons and researchers to have a pleasant and productive experience at the library, all visitors to the library are expected to comply with the following rules:

* Any behavior or action that damages library property, interferes with another visitor’s use of the library, library personnel’s ability to do their work or a safe library environment is not allowed. Unreasonable noise levels including: shouting, loud talking or disruptive conversation, uncontrolled or repeated ringing of cell phones, and loud cell phone conversations. Use of personal electronic equipment at a volume that disturbs others.
* Unauthorized use of the library’s computer network or failure to comply with the Library’s Internet Policy may result in suspension of library computer privileges.
* No solicitations, petitions or canvassing in the library or on library premises.
* Visitors shall be engaged in activities associated with the use of the library while in the building.
* Visitors are allowed in public areas of the library and may go into non-public areas only when escorted by a library staff member.
* Rollerblading, roller-skating, skateboarding, or wheeled shoe use in the library or on library premises is not permitted, or bringing bicycles, skateboards, scooters, or similar items inside the library.
* Visitors may bring ONE personal item (ex., tote bag, backpack) that can fit under a library chair. Suitcases, shopping carts, and multiple bags are examples of items not allowed. Personal items must be kept out of the aisles and walkways. Any personal items left unattended will be reported to insert name of local law enforcement agency.
* Visitors will refrain from eating and drinking in any area of the library.
* Children under the age of insert number of years are allowed in the library only when accompanied and supervised by an adult. Children under the age of insert number years shall be under the direct supervision of an adult or adult guardian.
* Lack of personal hygiene that interferes with the use of and enjoyment of the library by others or interferes with the work of library staff. Individuals whose bodily hygiene is offensive so as to constitute a nuisance to others may be required to leave the building. Use of the library restrooms for sleeping, bathing, shaving, washing hair, or changing clothes is prohibited. Sleeping in the Library or on library property is prohibited.
* Patrons shall wear shoes, shirts, pants, and shall remain fully clothed. Upper and lower body must be appropriately covered, and footwear must be worn at all times.
* The library is a public building. Therefore, photography and any form of audio-visual recording within the library is permitted, provided it does not interfere with another visitor’s use of the library, library personnel’s ability to do their work, or a safe library environment.

Service animals trained to do work or perform tasks for an individual with a disability are permitted in the library and will be under the control of their handler at all times.

Any visitor violating the library’s rules, local, state or federal laws or regulations may be asked to leave the premises or be subject to arrest.