

THE COLONY PUBLIC LIBRARY

RESPECT FOR THE RIGHTS OF OTHERS – CONDUCT IN THE LIBRARY

Adopted by The Colony Public Library Board 07/00;
Revised 10/02, 02/05, 04/06, 01/07; 09/08; 03/11; 02/13; 01/15; 09/15

I. Library Responsibility: The Colony Public Library offers an open and welcome climate for customers of all ages in the provision of library services and materials. Rules of conduct are designed to facilitate the Library's mission and to ensure an environment conducive to proper library use. The purpose of this policy is to ensure that all customers of the Library have fair and equal access to and use of the Library facility and materials.

II. Customer Responsibility:

It is a customer's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other customers. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or customers' property.

If a customer creates a public nuisance, that customer may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

III. Rules: The following rules will be enforced in a neutral and nondiscriminatory manner. Library staff will remind customers of the rules, when necessary. If any person is in flagrant violation of any of the above rules, the Director or the Director's designated representative shall have the authority to suspend that person from the Library; the length of the suspension is at the discretion of the Director or the Director's designated representative.

- A. The general public shall be permitted entrance to the Library only during the scheduled hours of operation.
- B. Youth under the age of 9 must be accompanied and supervised by an individual 12 years of age or older. Adults and supervising teens must control all children accompanying them, not only for their safety, but to show respect for others.
- C. Organized groups with more than 10 participants desiring a group service, such as a tour or story time, are required to make advance arrangements with Library staff.
- D. No open beverage containers are permitted in the building. Customers should keep food and beverages away from library materials and equipment and promptly handle any spills.
- E. Library customers and Library staff shall be treated with respect and courtesy. Use of loud, profane, abusive, obscene, threatening or injurious language or gestures or engaging in any form of harassment or threatening behavior such as staring, stalking, offensive touching, obscene or indecent acts will not be tolerated in the Library or on Library property.
- F. Customers will set cell phones, pagers, and other devices with the capability to create sound to either silent or vibrate-only mode upon entering the Library. Customers will be aware of others and keep the volume of their conversations as low as practical, including on portable communication devices such as cell phones.

- G. The Library is concerned about the safety of both customers and Library staff. Behaviors and actions that endanger the public and staff are not allowed in the Library, or on the Library premises; such behaviors include running, climbing on the shelving, general rowdiness, and scuffling.
- H. Misuse, abuse and/or damage to the facility or any equipment is prohibited.
- I. Personal belongings must be kept under the immediate control of the owner, kept out of the walkways, and may be subject to inspection. The Library is not responsible for theft. Valuable articles and excessive amounts of money should not be brought to the Library. The staff will not secure money or other valuables for anyone.
- J. Cleated footwear, bikes, roller skates, roller blades, skateboards, scooters, or similar equipment may not be used or worn in the Library. Bicycles ridden to the Library must be stored in the bicycle racks while riders are using library facilities.
- K. Smoking and all tobacco use, including chewing tobacco and electronic cigarettes, is prohibited.
- L. Alcoholic beverages are prohibited in and around the building.
- M. Footwear and shirts are required for all customers. No wet swim wear is allowed inside the Library.
- N. A person may be required to leave the Library if his/her personal hygiene interferes with the orderly operation of the Library or with the ability of other customers to use and/or enjoy the facility.
- O. Animals may not be brought into the Library, with the exception of service animals accompanying patrons with disabilities. From time to time, animals may be used in Library programs with the permission of the Library Director and only under certain conditions that address the safety of guests and care of the facility.
- P. A courtesy phone is available at the Circulation Desk until 5 minutes before closing.
- Q. Posting of events not sponsored by the City of The Colony must be in compliance with The Colony Public Library's Posting of Public Notices policy.
- R. Soliciting is not permitted. Only fundraising activities of support organizations of The Colony Public Library are permitted in the Library.
- S. It is allowable for a customer using portable electronic equipment, such as laptop and portable notebook computers, to access the Library's electrical outlets. The Library provides wireless access for use by customers with appropriately equipped wireless devices; the wireless access is not secure –users assume all responsibility for securing their wireless devices. Neither wired modem nor wired network access for equipment brought in by customers is provided. Note: The Library and/or its staff will not be liable in the event that the customer's equipment suffers any damage or loss to data, software, and/or hardware due to use of the Library's electrical outlets and/or wireless network.