Code of Conduct/Patron Behavior Policy
Almond 20th Century Club Library

Library Code of Conduct/Patron Behavior Policy

Introduction:

To ensure a welcoming, safe, secure, and enjoyable environment where all are equally entitled to use of the facility and library services, Almond Library staff enforce the following Library Code of Conduct Policy.

This policy covers behavior on all library property, including inside the building as well as the lawn. The library is considered a limited public forum.

Patrons are expected to respect each other, library personnel, and library property. In order to maintain a welcome and safe environment:

- No person shall commit or attempt to commit any activity that constitutes a violation of federal, state, or local criminal statute.
- No person shall engage in disruptive, disorderly, or unsafe conduct. Threatening behavior and destruction of property will not be tolerated.
- Young children (ages five and under) must be supervised at all times by a caregiver or parent. Children under the age of 10 must be accompanied by a caregiver or parent. Library staff cannot legally assume the role of caregiver.

Examples of Inappropriate Conduct:

Minor Offenses:

- Using the library as a place for extended sleep.
- Excessive and disruptive conversations/discussions.
- All beverages must be covered and food must be eaten only in designated areas.
- Intentional misuse of library materials.
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Smoking, vaping, chewing tobacco, or gambling.
- Littering or improper waste disposal.
- Entering the library without proper footwear or clothing, including a shirt.
- Having bodily hygiene that is offensive, or creates a biohazard for others in the library.
- Cell phones and other devices must be muted. Audible use of cell phones is allowed only in designated areas.
- Using skates, skateboards, or scooters in the library.
- Improper use of computers. (See the *Computer & Internet Use Policy*.)

- Bringing in animals, except those trained as service animal. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.
- Other activities (not listed under *Major Offenses*) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

Major Offenses:

- Stealing or damaging library property.
- Committing any crime, misdemeanor, or violation of a municipal ordinance.
- Behavior which is harassing or threatening in nature to library patrons, staff, or volunteers. This includes following or stalking of patrons, staff, or volunteers.
- Using library materials or equipment in inappropriate or illegal ways, such as accessing pornographic materials or printing copyrighted materials.
- Fighting or challenging to fight.
- Carrying weapons of any kind by unauthorized persons.
- Drinking alcoholic beverages or using illegal substances while on the premises.
- Being under the influence of drugs or alcohol that precludes the individual's using the library for its intended purposes.
- Knowingly entering, without permission, non-public areas of library facilities.
- Defacing any library property (Including desks, restrooms, walls etc.).

Loss of Library Privileges & Enforcement:

Engaging in any of the behaviors listed in this document may result in one or more of the following consequences, at the discretion of the Library Director, depending on the severity of the violation. Patrons who are suspended from the library for a period exceeding one day may petition to have their suspension reviewed by the Director, and then by the Library Board of Trustees. If an individual is banned from the library, a copy of the *Banned Patron Form* will be provided to the individual and to local law enforcement.

Treatment of Minor Offenses:

- First infraction will result in a verbal warning and provided a copy of the Library Code of Conduct Policy.
- Second infraction will result in removal from the library premises for the day.
- Third and subsequent infractions may result in banning from the library premises for one week.

Treatment of Major Offenses:
Any patron committing a *Major Offense* as outlined in this document will be immediately removed from the library premises. The patron may be banned for a period of up to 12 months at the discretion of the Director/designee, depending on the nature of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies, and other relevant circumstances.

Appeals:

Any patron subjected to the specific enforcement of this policy may file a written complaint with the Director within 5 days of the library action which is disputed by the patron. The Director will review any complaint made and, within 5 business days of receipt, provide a written response affirming or overturning the enforcement action. If a patron requests that the Library Board of Trustees review the Director's decision, the Director will provide the Board with all pertinent information regarding the complaint within 5 business days of the request. The Board will review the complaint at their next regularly scheduled meeting of the Board and will, within 5 business days of such meeting, provide a written response affirming or overturning the enforcement action.

Adopted by the Library Board of Trustees on 06/25/2026

Library Banned Patron Form

When possible a *copy of this form will be given to: The Patron, Library Director, and local law enforcement.*

Date:_____ Time:_____ Completed by Staff Member:_____

Location of incident:_____

Date of occurrence:_____

Name of person/s involved:_____

Address/Phone:_____

Description of the offense:_____
_____
_____
_____
_____
_____
_____

Were the police contacted? Y/N _____

Officer's Name and Badge Number:_____

Is the patron is banned?: (If yes, add start and end date.): _____

Director/Designee Signature:_____

Date:_____