

South Butler Community Library Code of Conduct

The South Butler Community Library is committed to providing a safe and secure environment for all patrons, staff and volunteers. The library, including its facilities, grounds, resources, and materials are to be utilized in a responsible and courteous manner. Illegal acts or conduct in violation of federal, state, or local laws are prohibited. Behavior or actions that infringe on the rights of others or causes damage to property of the library is strictly prohibited.

**The SBCL Board of Trustees has the right to amend the Code of Conduct at any time.*

Actions prohibited include, but are not limited to:

- Engaging in disorderly conduct; drunken, dangerous or threatening behavior; fighting or challenging to fight; running; or using offensive or threatening words which disturb the good order of the library, and any other behavior that is disruptive to library use.
- Stealing, damaging, altering, or inappropriately using library property in the library or on library grounds, including library materials, computer hardware and software, printers, copiers, phones, furniture, and other equipment.
- Refusing to comply with requests by members of the library staff to comply with library policies.
- Using offensive or threatening behavior and language or behaving disrespectfully toward a library employee, volunteer, or patron.
- Blocking entryways, vestibules, book returns, restrooms, or other common areas.
- Any forms of harassment - physical, sexual, verbal - of library patrons, staff, or volunteers. Harassment may include initiating unwanted conversations, impeding access to the building, stalking, and the like.
- Displaying obscene or sexually explicit materials or Internet sites in violation of *18 Pa. Cons. Stat. Sec. 5903*.
- Excessive noise and other disturbances such as loud conversations, laughter, cell phone use, or music which is disturbing to others, separate from an authorized library program.
- Use of the library's staff telephones for cases other than emergencies.
- Soliciting, conducting surveys, and petitioning, except for library or library-related activities.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
- Smoking or other use of tobacco including e-cigarettes.
- Consuming food or beverages, except when sanctioned by the library.
- Being in the library without shoes or shirt or with offensive body odor or personal hygiene.
- Bringing pets or animals in the library except for properly identified service animals or as part of a one-time library sponsored event or program. Animals may not be left fastened to objects outside the library while the owner/caretaker is inside the building.
- Intentionally damaging, destroying, or stealing any property belonging to the library, a patron, or an employee.

- Removing library materials from the premises without authorization through established lending procedures.
- Any disruptive use of a cell phone. Cell phones should be set to silent when in the library. Cell phone calls should be taken in the building lobby or outside.
- Moving library furniture, beyond ordinary use, without library staff permission.
- Leaving a child under the age of 12 unattended by a responsible adult (18 years or older).
- Misuse of restrooms. Smoking, bathing, hair-washing and doing laundry are not acceptable.
- Indecent exposure.
- Gambling.
- Using sports equipment including bicycles, skateboards, and other wheeled devices in the library, with the exception of motorized ADA devices, wheelchairs, walkers, and strollers.
- Trespassing in non-public areas without the permission of library staff.
- Abuse of borrowing privileges.
- Littering.

Noncompliance

Failure to comply with this policy and/or the library's established rules, regulations, and procedures will result in a warning and may also result in exclusion from the library for the day or for a specified period of time or permanently, and/or arrest.

Library staff and volunteers will not hesitate to call the Saxonburg Police Department or PA State Police if they feel there is an imminent danger to patrons, staff, or the library facilities.

Any person who is asked to leave the library as a result of violating these guidelines and refuses to do so shall be considered trespassing. The library staff will contact the Saxonburg Police Department or PA State Police via 911 in all such cases.

Any patron whose privileges have been denied by library staff may appeal the decision to the South Butler Community Library Board of Trustees within thirty (30) days of the decision.

Effective: 11/12/2015

SBCL Board of Trustees approval date: 11/12/15