

## **Central City Public Library Code of Conduct Policy**

### **I. Conduct in the library**

The policy of the Central City Public Library is to provide a safe, comfortable place conducive for the use of the library by all patrons.

### **II. Misconduct**

Misconduct is any type of behavior that interferes with the rights of any library patron to use Library materials/facilities or interferes with the Library staff in such a way that they cannot conduct Library business.

Misconduct:

Bringing animals into the library, except as required by a physically handicapped person or as part of a library program.

Inappropriate, loud, and unruly behavior and/or vulgar/profane language.

Leaving personal items in the Library overnight. The Library assumes no responsibility for belongings left unattended.

Entering non-public areas without prior approval of the Library staff.

Smoking, chewing tobacco, using snuff, e-cigarettes or any illegal drugs.

Consuming foods or beverages except as approved by the Library Director.

Vandalism or deliberate destruction of Library materials or property.

Violation of any municipal, state, or federal law or code.

### **III. Enforcement of Misconduct**

Enforcement of these rules and the severity of the punishment are the responsibility of the Library staff.

Patrons who are behaving inappropriately will be given one warning and will be asked to behave. Patrons who do not modify their behavior after one warning will be asked to leave the library for the rest of the day.

Patrons engaging in misconduct on more than one occasion will be warned by the Library staff that they will be barred and their Library privileges denied for one year if the disturbances continue.

IV. Unattended and/or Disruptive Children

The Library Director will not be responsible for children not attended by their parents or responsible person.

Children under the age of six (6) years must be attended by a parent or responsible adult.

Disruptive children will be asked to leave the Library for one day after receiving a warning. Children up to four (4) years of age attending a Library program must be brought to the Library and picked up by a parent or responsible adult.

Parents or a responsible person are encouraged to remain in the Falcon Civic Center until the program is over.

V. Disruptive Behavior (Children over Nine (9))

The Library staff will give the person causing the disturbance one warning. If the disturbance continues, he/she will be told to leave the library.

VI. Lost and/or Unattended Children

If it is determined that a child is lost or left unattended a Library staff member will try to identify the child and locate the parent or responsible adult. If a responsible person is not found in the Falcon Civic Center a staff member will stay with the child. The staff will try to locate the parents by whatever means are available. If the parent or a responsible person is not located within one hour or near closing time, the staff will notify the County Sheriff who may assume responsibility. Under no circumstances shall a staff member take a child out of the Falcon Civic Center.

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