



<u>Policy</u> Code of Conduct	<u>Date Approved by WGRLS Board</u> November 11, 2020
-----------------------------------------	-----------------------------------------------------------------

Purpose:

The West Georgia Regional Library System (WGRLS) strives to create an atmosphere appropriate for providing library services and resources to its patrons. All users and staff have a right to a safe and comfortable environment. The purpose of the Code of Conduct is to establish expectations of WGRLS patrons and staff and the boundaries within which they are expected to comply.

Policy:

Actions which are disruptive or unsafe for patrons and/or staff or which are destructive to library property are prohibited on library properties.

Behavior that interferes with the rights of others includes, but is not limited to:

- Engaging in roughhousing, running, or other disruptive play in the building
- Inadequate supervision of minors (see Unattended Minors Policy)
- Eating or drinking outside of designated areas
- Bringing animals into the library, except for service animals as defined by the Americans with Disabilities Act or animals pre-approved for a library program
- Failure to wear shoes and/or a shirt
- Physically or verbally harassing or intimidating staff, volunteers, or other patrons, including fighting, stalking, staring, lurking, or attempting to provoke violence
- Possessing, distributing, consuming, or being under the influence of alcohol or illegal drugs
- Smoking (including the use of e-cigarettes) within 25 feet of any entrance or exit, or on library grounds
- Abuse or improper use of furniture, equipment, or materials
- Unreasonable noise, including loud cell phone use, listening to audio without headphones, shouting, or other disruptive behavior
- Selling or advertising for items or services, petitioning, or soliciting for contributions or support unless previously approved by the library manager
- Gambling or panhandling

- Distributing or posting unauthorized printed materials
- Bathing, shaving, or washing clothes on the premises
- Theft of personal or library property
- Engaging in or soliciting any sexual act
- Leaving items unattended or in areas which impede the use of others' access to library materials
- Leaving vehicles or belongings unattended on library property after hours
- Using library dumpsters for personal/household garbage and/or furnishings
- Loitering on library grounds after hours
- Entering non-public areas of the library such as staff work rooms, offices, and storage areas
- Refusing to comply with staff request to cease behavior that interferes with the operation of the library or other patrons

The above is not intended to be a complete list of violations. The Code of Conduct is to be enforced in conjunction with other library policies. Library staff has the authority to determine what constitutes disruptive behavior and reserves the right to require anyone violating the policy to leave library property. Failure to leave if asked may result in law enforcement being called. Serious or repeated misconduct may lead to a revocation of library privileges up to – and including – a permanent ban, legal action, and/or criminal prosecution.

Right of Appeal:

A user for whom library use has been prohibited shall have the right to appeal and/or request that library access privileges be reinstated. An appeal must be in writing and submitted to the Director within 5 business days of the termination or prohibition. Within 10 business days of receipt of the appeal, the Director shall review the matter and notify the patron in writing of his/her decision. The decision of the Director is final. No further appeals shall be considered.