West Georgia Regional LIBRARY SYSTEM

Policy Code of Conduct	**Date Approved by WGRLS Board** November 11, 2020; May 13, 2025

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:

- Disruptive conduct (e.g., roughhousing, running, excessive noise)
- Inadequate supervision of minors (see Unattended Minors Policy)
- Eating or drinking outside 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. Leashed, controlled, and trained service animals are permitted and must be under the control of their handler at all times. All other animals, including comfort companions and emotional support animals, are prohibited in the library. Animals cannot be left tethered near library buildings, entrances, or walkways.
- Failure to wear shoes and/or a shirt
- Harassment, intimidation, or provoking violence
- Violation of local, state, or federal laws (e.g. theft, solicitation of sexual acts, drug/alcohol usage, smoking within 25 feet or on library grounds, etc.)
- Misuse of furniture, equipment, or materials
- Unauthorized selling, advertising, petitioning, or soliciting
- Bathing, shaving, or washing clothes on-site
- Unreasonable noise, including loud cell phone use, listening to audio without headphones, shouting, or other disruptive behavior
- Leaving items, vehicles, or belongings unattended, especially after hours
- Dumping personal trash in library dumpsters
- Loitering on library grounds after hours (Some locations permit after hours Wifi usage when available in the parking lot)
- Entering staff-only areas
- Refusing to comply with staff instructions
- Patron Code of Conduct applies to offsite Experience Pass use

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 have 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.

Progressive Discipline:
WGRLS will employ a progressive discipline process for Code of Conduct violations. However, egregious violations may result in an immediate ban and/or contact with local law enforcement. Some libraries may also need to notify their county or city funding agencies.

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 10 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.