



LIBRARY STANDARDS OF BEHAVIOR

**Adopted 11/08/1989; Revised 08/11/1999; 12/11/2002; 08/11/2004; 11/09/2005;
11/13/2013; 07/15/2020**

The Jefferson County Library seeks to provide all users with access to library materials and services in a comfortable and safe setting. To ensure the comfort and safety of patrons, volunteers, and staff and to protect library property, the following are examples of conduct not allowed on library property:

- Engaging in loud, disruptive, destructive, or unsafe activity or in behavior that substantially interferes with others' use of the library or with the ability of staff to perform their job duties. Examples include but are not limited to disruptive use of radios, CD players, cell phones or other electronic devices; climbing, running, making loud noise, throwing, pushing, shoving, spitting, misusing library property or unauthorized use of staff resources.
- Engaging in behavior that threatens, harasses, or causes physical harm to either library patrons or library staff, not only on library premises but also when communicating (e.g. phone, fax, email, in writing) with library staff. (Harassing behavior is deliberate and/or repeated behavior that is not welcome or creates a hostile environment.)
- Engaging in sexual misconduct. Examples include but are not limited to indecent exposure, masturbation, offensive touching or sexual harassment of other library patrons or staff.
- Leaving packages, backpacks, luggage, or any other personal items unattended.
- Camping on library grounds.
- Lying down or appearing to be sleeping in the library; having feet on furniture; blocking aisles, exits or entrances.
- Using wheeled devices inside the library, including use of skateboards, scooters, bicycles, and shopping carts. (These restrictions do not apply to ADA assistive devices or baby strollers.)
- Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Library Director.
- Neglecting to control or take care of animals on library grounds.
- Consuming food in the library, except as authorized by the Library Director.
- Consuming drugs or alcohol on library property.

- Behaving disruptively while under the influence of alcohol or illegal drugs.
- Damaging, altering, defacing or inappropriately using library facilities, equipment, materials or software.
- Neglecting to provide the proper supervision of children.
- Riding bicycles or skateboards in the parking lot in an unsafe manner.
- Engaging in any activity in violation of Federal, State, or local law, order, or directive.

If a violation of the Standards of Behavior occurs in the library or during a library-sponsored event, staff will immediately notify the offending party of the violation. Once the offending party has been informed of the violation, it will be his/her responsibility to conform. If the patron does not conform, he/she will be asked to leave the library or event.

Failure to comply with the library's established rules, regulations and policies could result in removal from the premises, restriction of library privileges, exclusion from the library or in arrest or in prosecution. Violation of these Standards of Behavior may be cause for the library to deny permission to enter its facilities for a time specified by library staff. Penalties such as exclusion or restriction of library privileges will be determined by the Library Director. Threatening or violent behavior or vandalism will be reported to the Jefferson County Sheriff's Department. A parent or caregiver will be notified of any disciplinary action taken against their child, within a reasonable time, assuming that the library is in possession of contact information.

If a child remains in the library unattended at closing time, every effort will be made by the staff to contact the child's parent or caregiver by telephone. If the parent or caregiver cannot be contacted, the County Sheriff will be notified immediately. At least two staff members will stay at the library until the child has been picked up by the parent or caregiver or the Sheriff's Department. Following such an incident, the Director or her/his designee will make every effort to contact the parent or caregiver to notify them of the incident and to inform them about the policy that requires proper supervision of children.

All library staff are expected to apply library policies in a fair, reasonable, and positive manner. Individual patrons who question the way that library policies have been applied may appeal such decisions in writing to the Library Director, within a period not to exceed ten days. If the patron is not satisfied with the Director's response, he/she may appeal that decision directly to the Board of Trustees.