



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; 09/15/2021**

The Jefferson County Library District Board of Trustees has established the following Standards of Behavior to protect the rights and safety of library patrons and staff, and to preserve and protect the library's materials, equipment, and property. The Board is committed to providing all patrons a pleasant library environment and to enabling staff to give quality service both in person and online.

When using the library:

- Expect to receive fair, courteous, and equitable treatment. Request physical accommodation or assistance when needed to allow you full use of library services.
- Ask library staff for help; they are here to assist you. Share with library staff your suggestions about how we can improve our services, collections, and facilities.
- Adhere to established library policies and procedures.
- Comply with all federal, state, and local laws.
- Respect the rights and privacy of other library patrons and staff. Use personal devices in a manner that is not disruptive to others and ask permission before taking pictures or recording video.
- Do not leave belongings unattended. The Jefferson County Library District is not responsible for items that are lost, stolen, or damaged in library facilities or on library grounds.

The following behaviors are prohibited:

- Engaging in loud, disruptive, destructive, or unsafe behavior that interferes with others' use of the library or with the ability of staff to perform their job duties.
- Engaging in threatening or harassing behavior that creates a hostile environment on library premises or through remote communication, including abusive language in in-person, email, text, or phone conversations.
- Engaging in sexual activities including physical contact with self or others as well as sexually harassing comments or behaviors.
- Refusing to comply with the direction of a library staff member.
- Using another person's library account without their permission.
- Neglecting to control or provide appropriate care for animals on library grounds.
- Engaging in or attempting to engage in any activity that would be a violation of any federal, state, or local criminal law, statute, ordinance, or directive.
- Improper or unsafe use of library facilities or grounds, including camping, overnight parking, riding bicycles or skateboards in an unsafe manner, etc.

- Possessing, selling, distributing, consuming, or being impaired by or under the influence of a controlled substance or alcohol.
- Destroying, damaging, or defacing library facilities, materials, equipment, or software.

Library Staff Responsibilities:

- Ensure that library facilities and grounds are welcoming for everyone.
- Exercise their best judgment in determining conduct that is in violation of this Standards of Behavior Policy and other relevant library policies in determining the correct course of action.
- Explain the Standards of Behavior Policy to patrons.
- Request that patrons conduct themselves in a way that maintains a welcoming and safe public library environment.
- Seek assistance from library supervisors or local law enforcement to resolve ongoing, escalating, or severe patron conduct issues.

Noncompliance:

When a violation of this policy occurs in the library or during a library-sponsored event, staff will immediately warn the violator. Once a warning has been given, it will be that person's responsibility to correct the behavior. Willful and persistent failure to comply may result in the loss of library privileges. Penalties such as exclusion or restriction of library privileges will be determined by the Library Director or designee. The Jefferson County Library reserves the right to trespass repeat or severe offenders through the appropriate law enforcement agency.

Minor Children (under 18):

Parents/caregivers are responsible for their minor children, and their behavior in library facilities or on library grounds, whether or not they accompany them. A parent or caregiver will be notified of any disciplinary action taken against their child, within a reasonable time, if the library is in possession of contact information.

If a child remains in the library unattended at closing time, staff will follow the guidelines in the Child Safety Policy. Following such an incident, the Director or 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.

Right of Appeal:

Library staff are expected to apply library policies in a fair, reasonable, and equitable 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, an appeal may be made directly to the Board of Trustees.