

Baxter Public Library Conduct Policy

The purpose of the conduct policy is to maintain a safe and pleasant environment for all library patrons. It helps ensure access to library facilities, the safety of users and staff, and the protection of the library collection, equipment and facility.

Patrons have the responsibility to use the library in a manner that a) does not interfere with the rights of other individuals to use library materials, resources, and services; b) does not limit the ability of library staff to conduct library business; and c) does not threaten the secure and comfortable environment of the library. Parents and caregivers are responsible for the conduct of children under the age of six.

Prohibited conduct includes any illegal activity and includes, but is not limited to the following:

1. Willfully annoying, harassing, or threatening another person.
2. Consuming alcohol or controlled substances, being intoxicated, smoking or using tobacco products.
3. Using the library's furniture or equipment in a manner that could cause harm to self, patron, staff, or personal or public property.
4. Campaigning, petitioning, interviewing, surveying, soliciting, posting notices, fundraising, or selling, unless authorized by the Director, Superintendent of Schools, or designee.
5. Photo taking or videotaping of people, except at events, unless authorized by the patrons involved, or their legal guardians if minors are present.
6. Behaving in a loud, boisterous or disruptive manner that is not solely caused by a disability.
7. Fighting or challenging to fight, running, pushing, shoving or throwing things.
8. Using a cell phone, pager, audio player or other electronic device in a manner that disrupts library operations.
9. Impeding access to the building or an area of the building or blocking book aisles for extended periods of time.
10. Bringing animals into the library, except service animals, unless authorized by the Director or designee.
11. Leaving unattended personal items in the building. The library assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 30 minutes may be removed or taken to the Lost and Found.
12. Leaving suspicious packages that, in the opinion of staff, are of potential threat. These items may be removed from the premises without notice.
13. Entering non-public areas or entering or leaving the building through non-public entrances and exits, unless accompanied by a staff member or through prior authorization from a staff member.
14. Having offensive hygiene, odor or scent that constitutes a nuisance to other persons.

15. Failing to exit the building at closing or not following directions from staff during an emergency.
16. Using library areas or equipment for other than their designated use.
17. Relocating tables, chairs, equipment, or other furniture without staff permission.
18. Wearing masks or being disguised for reasons other than health or religious practices.

Failure to comply with the Conduct Policy may result in loss of library privileges up to and including banning from the library. Bans may be appealed to the Library Director or the Library Board of Trustees.

Approved 02/04/2016 _____

Renee Hammer President