

Gibbons Public Library
Code of Conduct for Behavior in the Library

Appendix "A" BC 11/08
Revised June 2016

The Gibbons Library board is responsible for determining the code of conduct for behavior in the Library, and other building facilities used during library functions. This is necessary to:

1. Protect the rights of individuals to use library materials and services.
2. Protect the rights of library employees and volunteers to conduct library business without interference.
3. Ensure the proper use of the building, materials and services by the greatest number of individuals.
4. Ensure the personal safety of library patrons, employees and volunteers.
5. Preserve library materials and facilities from harm.

The code of conduct will be posted in the library for reference by employees and volunteers. The Board authorizes the Library Manager, or his/her designee, to:

- Address individuals who violate these rules and detract from the decorum of the library.
- Ask such individuals to change their behavior to conform to the code of conduct.
- Ask such individuals to leave the library building if such changes to behavior are not made.
- Limit the number of individuals who may sit together.
- Inspect all bags, purses, briefcases, packs, personal listening equipment etc. for library materials.
- Revoke or restrict the library privileges of any individual who behaves contrary to the code of conduct.
- Ban individuals from returning to the library.
- File charges against individuals who continually do not follow the code of conduct.

The Gibbons Public Library is a center for research, learning and leisure reading. It will be a pleasant space for all patrons if we all cooperate by observing the **Code of Conduct for Behavior in the Library** listed below:

1. Conversations in the library should be at a reasonable volume and should not disturb other individuals, employees or volunteers.
2. Individuals should listen to music or videos at a level that is not a disturbance to other individuals, employees or volunteers.
3. Individuals should not view obscene material while in the library building.
4. Individuals should not misuse the Library's furniture, equipment or materials
5. Individuals should refrain from running in the Library.

6. Library employees or volunteers should not be subjected to verbal or physical harassment by individuals using the Library.
7. Individuals are not permitted to consume alcoholic beverages while in the library building unless granted by special permit.
8. Individuals are not permitted to sell or consume illegal substance while in the Library building.
9. Individuals are not permitted to smoke while in the library building.
10. Individuals are not permitted to eat or consume beverages while using the library computers.
11. Individuals are not permitted to sleep in the library.
12. Individuals should not use the emergency exits at times other than during an emergency.
13. Individuals should not steal materials from the Library.

An **incident report** must be completed by any employee or volunteer involved with individuals who, because of the severity of their infraction of the above code of conduct, have been asked to leave the library building. See Appendix "B" BC Incident Report.