

Your Home Public Library

Patron Code of Conduct



In order to ensure that Your Home Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations:

1. Patrons will respect the rights of other patrons and Library staff at all times. They may not interfere with staff or with the performance of their duties and will comply with lawful direction given by them.
2. Illegal activities—including the use of alcohol or illegal and/or recreational drugs or the possession of weapons of any kind—are prohibited on Library property.
3. Smoking, vaping, the use of smokeless tobacco, and legal marijuana are prohibited on Library property, both inside and outside of the building.
4. Campaigning, petitioning, interviewing, canvassing, soliciting, or surveying customers or staff inside library facilities is prohibited.
5. Sleeping, bathing, and washing clothes are prohibited on Library property.
6. Patrons shall not leave personal property unattended in the library. Library staff will use discretion as to removal and/or storage of personal property left unattended for more than 30 minutes, including turning it over to the police.
7. The use of skateboards, roller skates, and athletic equipment, unless approved by Library staff, is prohibited on Library property. Bicycles and other wheeled devices may not block doorways or walkways.
8. Animals are prohibited in the building except those specifically designated as service animals and only when required as an ADA accommodation.
9. Parents, guardians, or caregivers are responsible for the safety, behavior and supervision of their children as specified in the Library's Children's Safety and Supervision Policy.
10. Adult patrons shall not use any Youth space or participate in any age-based programs unless such patron is a parent, legal guardian, caregiver, educator or relative of a participating age-appropriate child or has received permission from Library staff.
11. Patrons will not deface or damage Library property, including Library materials/collections, furnishings, walls, equipment, and computers. Additionally, patrons will not rearrange or disarrange library furnishings or materials and will not place their feet on the furniture or walls.

12. Food and beverages can be consumed but patrons must clean up and dispose of any waste.
13. Personal photography and/or videography is allowed but must not infringe on the privacy rights of other patrons (including minors) or interfere with the ability of Library staff to perform their duties. Projects that have the potential to violate these criteria require prior approval by the Library Director.
14. Disruptive behavior is prohibited. Disruptive behavior consists of actions which are illegal, or which infringe upon the rights of others using the library and/or disturb the tranquility of the library, or the proper activities of its staff and patrons. Disruptive behavior includes but is not limited to the following:
 - Harassment
 - Lewd behavior or sexual harassment/misconduct including exposure, offensive touching, or sexual harassment of other patrons or staff.
 - Any behavior involving an unwilling person or inappropriate or indecent behavior with a child.
 - Nudity of any kind, including bare feet and/or bare chests
 - Behavior that makes it impossible for another patron to continue using the library.
 - Loud or boisterous behavior including loud talking, shouting, running, or fighting.
 - Misuse of library property.
 - The use of abusive, obscene, discriminatory, hateful, or threatening language.
 - Use of radios, stereos, video games, etc. without earphones.
 - Verbal harassment of staff or patrons.
 - Interference with library operations or other patrons' use of the facilities through extremely poor personal hygiene.

ENFORCEMENT: Any patron who violates these rules and regulations may be required to leave the library premises and be denied the privilege of access to the library. The Library Staff, whose authority shall prevail in all cases, shall administer and enforce the above CODE in a fair and reasonable manner. The Library Director is authorized to modify and/or adapt the CODE to special circumstances. Violations of the CODE that do not constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in disciplinary action including but not limited to, verbal warning, temporary expulsion from the library, suspension of the right to use or participate in some or all of the library's services for a period of time, or permanent expulsion from the library. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the CODE that constitute an immediate and apparent threat to the safety of others, their property, or the property of the library will result in immediate expulsion from the library and possible additional measures. In any instance of a CODE violation, police may be called if there is not compliance or if staff feels threatened in any way or feels unable to handle the situation.

Health and Safety Considerations

It is the responsibility of Your Home Public Library to maintain a healthy and clean environment for all Library patrons and to protect the Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and other patrons.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs and some types of beetles.

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Patrons or patron possessions with fleas, lice, or bed bugs
- Patrons with clothing that is stained with urine or feces or whose hygiene and/or body odor is disruptive or unsafe.

Should it become necessary to suspend library privileges of a patron in order to protect Library collections, facilities, or other users, notification of the suspension will be made by the Library Director. For suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

Policy adopted: 5/18/2022

Policy updated: 12/12/2024