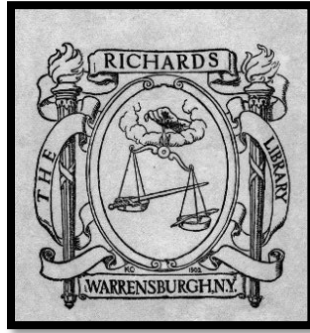


The Richards Library



Code of Conduct Policy

The following are the rules and regulations of The Richards Library Board of Trustees. They will be reviewed every 5 years or as needed to reflect changes in laws, regulations, or Library operations.

Purpose

In order to provide resources and services to all people who visit The Richards Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, the Board of Trustees has adopted the following Code of Conduct policy. Its purpose is to guarantee that The Richards Library is able to carry out its mission and ensure that no person or group is denied access to Library facilities, programs or services due to behaviors that create an environment or atmosphere that is unsafe, disruptive, or not conducive to the Library's mission.

The enforcement of the Code of Conduct will be applied evenly, consistently, and fairly. Access to Library facilities and/or services may be denied to any patron involved in behavior that is disruptive, constitutes a nuisance, creates an unsafe environment, or prevents The Richards Library from accomplishing its mission.

The Library reserves the right to request patron I.D. at any time.

Personal Rules of Conduct

The Library prohibits any activity or conditions that unreasonably interferes with Library use; performance of duties by Staff; or the quiet and peaceful enjoyment of the Library or Library resources. This includes, but is not limited to:

- Use of profane, obscene, threatening, or injurious language or gestures is prohibited;
- Viewing of pornography on Library devices or through Library Wi-Fi is strongly discouraged as not to infringe upon the rights of other patrons;
- Library property, including all buildings, outside grounds and parking areas are designated smoke and tobacco-free areas. The use of tobacco products, electronic or "e-cigarettes", and vaping is prohibited;

- Shirts and shoes are required for health reasons and must be worn at all times while in the Library;
- Making any loud or unreasonable noise or other disturbances such as running or talking loudly is prohibited;
- Disruptive use of personal communications or entertainment devices is prohibited;
- Silence cell phones upon entering the building. There are labeled “cell phone friendly” locations in the Library, or outside, that may be used for phone calls;
- Offensive body odor due to poor personal hygiene, overpowering perfume and/or cologne;
- Inappropriate public displays of affection;
- Use of alcoholic beverages, except for private Library events, or illegal drugs is prohibited. Persons under the influence of alcohol or illegal drugs are not allowed on Library property and will be asked to leave;
- Solicitation is not allowed on Library property;
- Sleeping in the Library or on Library property is discouraged.

Personal Safety

The Library prohibits any activity or conditions that unreasonably interferes with Library safety and patron and Staff safety. This includes, but is not limited to:

- Harassing or threatening Library patrons or Staff;
- Staring at, following, photographing or any type of videography without permission of patrons or Staff;
- Weapons of any type are prohibited;
- Sexual misconduct;
- Defacing or intentionally damaging Library property;
- Use of skateboards, roller blades, roller skates, or “razor” style scooters is not allowed in the Library or on Library premises;
- Sidewalks must remain obstacle-free at all times;
- Theft or attempted theft of Library property or the property of patrons and/or Staff.

Animals

Animals are not allowed in the Library with the exception of a certified service animal and animals brought in for special programs. A certified service animal is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. Staff can ask someone to remove their certified service animal if it is not housebroken and/or is out of control and the owner cannot get it under control. Owners of pets, including emotional support animals, will be asked to remove them from the Library.

Unattended Children

The Richards Library welcomes children of all ages to the Library. Staff are engaged in circulation, reference and other library related customer service duties. Staff are not licensed to perform child care duties and are not responsible for unattended minors. It is the responsibility of the parents and/or guardians to supervise their child(ren) at all times in the Library or on Library grounds.

- All children under 9 years of age shall be accompanied by a responsible person or caregiver, 16 years of age or older, at all times;
- Children 9 years and older may use the Library unattended, subject to the rules and regulations of the Library;
- Individuals who have special needs related to physical or mental ability shall be attended by responsible persons at all times;
- It is recommended that any child left unattended at the Library knows their emergency contact information;
- Children could be asked to leave if misbehaving or be stranded at closing time or during an unexpected closing. In this situation, if no parent or responsible adult is available or reachable by telephone, Warren County Sheriff's Office will be contacted for the safety of the child.

Tutoring

The Library permits tutoring in accordance with this policy. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available Library space. Tutors and their students are expected to follow the Library's Code of Conduct policy in addition to these guidelines:

- Monies cannot be exchanged in the Library.
- Library staff should not be asked to deliver messages or to find a student or a tutor.
- Tables and spaces can neither be reserved, nor can others be asked to move to accommodate tutoring sessions.
- Library staff reserves the right to require tutoring to cease if the space being used is needed for other Library purposes.
- Library space is not to be used as a classroom or place of business for tutors to work from but as a safe and quiet workspace for students to receive instruction. Tutors use of space should not interfere with use of the Library by others.
- Unacceptable behavior includes, but is not limited to, engaging in loud or disruptive conversation or conduct, use of cell phones or electronic devices at a high volume, and monopolizing work areas.
- Tutors may not publish, distribute, or post advertisements in newspapers, bulletin board, social media, and so on indicating the library as their place of doing business or imply Library sponsorship of their activities.
- Tutors/Students must bring their own supplies.
- Tutors are responsible for the behavior of the student during the session.
- Tutoring sessions must end 15 minutes prior to closing. Tutors must make sure the students have arranged a ride home prior to the Library closing.

Non-compliance with this policy will result in tutors and students being required to leave the Library.

Disciplinary Process

Staff members will enforce this policy by pointing out violations to patrons and requesting compliance. Failure to comply will result in the restriction of access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period or by denying access

to specific services and/or programs. If someone refuses to leave the premises, the Warren County Sheriff's Office will be called.

Suspension of Library Privileges

Staff can suspend Library privileges of a patron, including access to materials, activities, services, or facilities if the situation is a serious offense and constitutes a violation of The Richards Library policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behavior, sexual harassment, theft/attempted theft, or any behaviors that threaten the safety and security of Staff and/or patrons. Staff will call the Warren County Sheriff's Office rather than place themselves or others in a threatening situation.

- Staff will issue an immediate suspension by requesting that the offending individual(s) leave the Library immediately;
- Staff will issue a warning to the offending individual(s) for offenses that do not require immediate suspension of privileges (Example: situational anger inappropriately expressed in a disruptive manner);
- Staff will issue a suspension of privileges when behavior is serious and/or repeated after a verbal warning has been issued. The time of suspension will be based upon the seriousness of the offense and the number of times the individual(s) has been suspended previously;
- Suspension orders will be issued in writing when possible.

Right of Appeal

A patron with suspended privileges may appeal a suspension in writing to the Board of Trustees within the following 7 business days. The patron must state clearly why they believe that their privileges should be restored. The Board of Trustees will respond to the appeal in writing within 14 business days of the date the appeal was reviewed. Privileges will remain suspended throughout the appeals process. The decision of The Richards Library Board of Trustees is final.

**Reformatted, Revised, Reviewed and Approved by The Richards Library
Board of Trustees April 19, 2018**

Reviewed, Revised and Approved May 19, 2020

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