

# Code of Conduct for Piedmont Regional Library System

*Approved by the Piedmont Regional Library System Board of Trustees, July 2014*

*Reviewed June 2019*

The Library is supported by community members who expect facilities to be clean, comfortable, and safe places. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers and staff, and to protect Library materials, equipment, facilities and premises. The Library's Code of Conduct is based on three simple guidelines:

## Respect Yourself – Respect Others – Respect Library Property

Inappropriate or unruly behavior is defined as any behavior on Library premises which infringes on the rights of others to use the Library in relative comfort and safety, or behavior which could result in damage to library materials or property. Inappropriate library behavior includes, but is not limited to, the following:

1. Disobeying the reasonable direction of a library staff member.
2. Using profanity.
3. Conversing and/or using electronic devices at a volume level that disturbs others.  
*For example, headphones should be set at a volume that cannot be heard by others. Mobile phone ringers should be set to vibrate or silent modes. Patrons having loud conversations may be asked to move to the lobby area or outside of the facility.*
4. Damaging, altering, stealing, or using Library property inappropriately.
5. Blocking aisles, entrances or exits or in any manner impeding access to public areas.
6. Engaging in any form of sexual misconduct or inappropriate behavior, including exposure, offensive touching, or sexual harassment of other patrons, volunteers, or staff.
7. Bringing animals into the Library (except those approved by Library staff or assisting disabled persons.)
8. Neglecting to provide proper supervision of children. Libraries do not act *in loco parentis* (in the place of a parent) and cannot assume responsibility for the behavior of children when they are in the library.\*  
*While acknowledging that children mature at different rates, children ages 12 and under should not be left alone in the library. Parents or caregivers must remain within sight and/or sound range of their children at all times and take responsibility for their safety and appropriate behavior. If Library staff deems a child age 12 or under to be in need of supervision and no parent/caregiver can be located/contacted, police will be contacted.*
9. Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.

*\* Children ages 13 and older who comply with the Code of Conduct may use the library without parent/caregiver supervision. Code of Conduct infractions may be handled by staff asking minors age 13 and older to leave the premises. Library staff members may dismiss an entire group of minors, rather than try to ascertain the exact person responsible for the disruption. The Library does not assume responsibility or liability for minors asked to leave the premises.*

Library staff members may intervene to prevent injury or property damage. Failure to comply with the Library's Code of Conduct will result in staff members taking progressive action to end the disruption. Such action may include, but will not be limited to, verbal warnings, requesting that the patron leave Library premises, and calling the police. Where the behavior of a patron constitutes a continuing disruption, the patron may be suspended from the Library for an amount of time to be determined by the Library Manager or person in charge. In extreme cases, the patron may be suspended from all Piedmont Regional Library System member libraries and affiliates at the discretion of the Director.