

Public Library of Union County

Title	Patron Code of Conduct
Date of Adoption	9/11/23
Approved By	Public Library for Union County Board of Trustees
Last Reviewed / Revised Date	8/16/23

Policy: *The achievement of the goals of the Public Library of Union County (PLUC) is best served by maintaining a respectful, welcoming, and inclusive environment for all patrons.*

Behavior Standards Expected of Patrons:

1. Patrons shall respect the rights of all other patrons and staff members at all times, including respect for the quiet atmosphere of the Library.
2. Patrons should report any infringement of their rights or the rights of others to the library Director.
3. Patrons requesting a library card or other library services shall provide accurate identifying information to library staff.
4. Patrons (such as young children or adults with disabilities) who are unable or unwilling to care for themselves may not be left unattended and must have adequate supervision while in the Library. Children unable or unwilling to care for themselves can include but are not limited to: children whom Library staff determine need constant supervision or assistance outside the normal duties of the Library staff; who have no provision for contacting a family member; who, if the Library were to close in an emergency, would require the intervention of the Library staff.
5. The Library is not responsible for such patrons (young children or adults with disabilities) who require supervision
6. Parents/caregivers of pre-school children attending programs must remain in the building if not in the room until the conclusion of the library program.
7. Patrons are expected to follow the UCLS Computer Internet Use Policy and Hotspot Policy.
8. The Library is not responsible for any personal property brought into the Library. Patrons should keep all personal possessions with them at all times.
9. Patrons must set cell phones to a non-audible signal upon entering the Library.
10. Pre-approval from the Library Director is required to:
 - a. Solicit contributions or signatures or conduct surveys.
 - b. Petition, canvass, or sell merchandise anywhere on Library premises.
 - c. Film, photograph, or interview patrons or staff within the Library.

Behaviors Patrons May Not Engage In:

1. Patrons shall not harass any person in any way, including but not limited to stalking, verbal or physical abuse, or because of a person's race, color, gender, national origin, age, religion, marital status, disability, or sexual orientation.
2. Patrons shall not sexually harass, make sexual advances or engage in physical conduct of a sexual nature toward another individual. Such behavior interferes with the rights of others and can create an intimidating, hostile or offensive environment.
3. Patrons may not display on any computer or device screen pornography or extreme violence that is not appropriate for a public and open environment and that creates a hostile or offensive environment.
4. Patrons shall not disturb others by engaging in disruptive behavior or activity anywhere in the library building or grounds. This includes but is not limited to:
 - a. Interfering with the use of the Library or access to Library grounds by other patrons or with the ability of Library staff to perform their duties.
 - b. Obstructing or disrupting teaching or learning activities or other sanctioned Library programs or events.
 - c. Use of electronic equipment, including pagers, stereos, phones, and computers, at a volume that is audible to others.
5. Patrons shall not use loud, offensive or abusive language or engage in loud, offensive or abusive behavior.
6. Patrons shall not distribute, dispense, possess, use, or sell alcohol, tobacco, vaping agents or illegal or controlled substances on Library property. Alcohol may only be consumed at a Library sponsored event approved by the Library board.
7. Patrons may not gamble, in person or virtually on library property with the exception of Library fundraising events.
8. Patrons shall not damage, mar, steal or conceal (hide) Library materials, exhibits or equipment, or in any way destroy or damage Library furnishings, walls, equipment, or other Library property.
9. Patrons shall not damage, deface or destroy Library buildings, gardens or grounds.
10. With the exception of police officers or other law enforcement officers acting in the performance of their duties, patrons shall not possess, use or manufacture a firearm or other weapon on Library property.
11. Patrons shall not violate any federal, state, or local laws.
12. Patrons shall not eat or drink near the Library's public computers. Covered drinks are allowed elsewhere in the Library. Small snack items are permissible as long as patrons maintain the cleanliness of the facility. Food and/or beverages are allowed in meeting rooms per the PLUC Meeting Room Policy.
13. Patrons may not bring animals other than certified service animals into the Library unless specifically approved by the Library Director in advance (such as an animal that is part of a library program).

Reporting Rights Violations: Patrons should report any infringement of their rights or the rights of others to library staff.

Warning/Removal: Patrons may face a warning or removal if they are found in violation of this code of conduct. Patrons will receive a warning regarding the first violation of this code. Repeat instances of a code of conduct violation or any violation of an extreme or criminal nature may result in barring the patron from using the Library and its services for a length of time to be determined by the Library Director. A barring determination will be decided by the Library Director and the Board of Trustees will be informed of any such actions.

Appeal Process: Any patron who wishes to appeal an action or administrative decision by library staff, may appeal to the Library Board of Trustees. The appeal must be submitted in writing to the library Director. The Library Director will ensure that the appeal is presented to the Board of Trustees at the next scheduled board meeting. The Library Director will notify the patron directly of the Board decision.