



## Code of Conduct

### Purpose

The purpose of the Orange City Public Library Code of Conduct is to provide a safe and comfortable environment that is conducive to the use of library materials. Providing expectations of behavior ensures the safety of library patrons and staff. The Code of Conduct is also instrumental in securing the equipment, collections, and facilities of the library. The library is defined as the library building, parking lot, grounds, and surrounding sidewalks.

### Expectations

Patrons using the library are expected to behave in a way that is appropriate to the library's purpose. Patrons are expected to observe the rights of other patrons in using the library and its resources. Patrons are expected to follow all library policies and use library collections, services and technology as indicated by those policies. Patrons are to observe the rights of staff and their responsibility to conduct library business.

Prohibited conduct includes, but is not limited to the following:

- Annoying, harassing, or threatening another person.
  - Harassment is defined as any action or situation that produces psychological or physical discomfort or causes embarrassment. Harassment includes but is not limited to requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) that is intimidating, demeaning, hostile, offensive, or potentially dangerous.
    - Any behavior that endangers or could endanger the safety or health of self or others.
- Possession, use, or threat of use of dangerous weapons.
- Exceeding acceptable noise levels. Behaving in a disorderly manner. Using abusive or profane language.
- Theft, vandalism, or the deliberate destruction of library materials, property, or the personal property of other patrons or staff.
- Displaying, distributing, scanning, viewing, or printing pornographic or obscene material or other offensive material that is in violation of federal or Iowa law.

- Maliciously accessing, altering, deleting, downloading, damaging, or destroying any computers, peripherals, computer systems, networks, computer programs, or data.
- Impeding access to the building or any area of the building.
- Entering staff or locked areas, unless accompanied by a staff member or through prior authorization.
- Inappropriate use of furniture and equipment.
- Leaving personal items in the building.
- Prolonged sleeping in the library.
- Bodily hygiene that is offensive so as to constitute a nuisance to others.
- Using the restroom facilities for bathing or other misuse.
- Accessing the library in a state of undress or without shoes.
- Consuming alcohol or controlled substances; public intoxication.
- Smoking, vaping, using e-cigarettes, chewing tobacco, using snuff.
- Spitting or other misuse of bodily fluids or hazardous substances.
- Petitioning or soliciting.
- Bringing animals into the library, except those trained to assist individuals with disabilities, or that may be providing programming for the library.
- Consuming food at computer stations.
- Littering.
- Violation of any municipal, state, or federal law or code.

### **Enforcement**

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time: Warning, Removal, Banning, and Police Contact.

### **Consequences of Disruptive Behavior in the Library**

In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the library premises for the rest of the day.

Any misconduct that, in the judgment of a staff member, is extreme or threatening, may result in the person or persons being directed to immediately leave the building or alternatively, the police may be called without warning.

Patrons engaging in misconduct on more than one instance may be banned from the library premises for one month. Patrons may be banned from the library for one year if prohibited conduct continues.

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The Library Director has full discretion to review incidents and amend consequences. An appeal in writing may be filed with the Library Board of Trustees. Appeals will be considered at the next regular meeting of the Board of Trustees, provided the appeal has been received seven days prior to the meeting.