

## **Rules of Behavior**

### **Policy #5**

The Jefferson County Library District is committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors must comply with the following Rules of Behavior.

#### **Library Safety and Respect Policy**

The following activities are prohibited:

1. Engaging in activities that may result in intimidation, injury, or harm to library customers or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, or obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization.
3. Engaging in activities or behavior that result in damage to library property, including the vandalizing of restrooms, or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor, or e-cigarette products in the Library or on library property.
7. Creating unnecessary noise, including cell phones, pagers, headphones, and other communication, audio, and electronic devices that disturb other patrons or staff.
8. Using loud, abusive, threatening, or profane language.
9. Staring at or following a patron or staff in a manner that can reasonably be expected to disturb him, her, or them.
10. Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.

#### **Library Spaces and Resources Policy**

The following activities are prohibited:

12. Eating, drinking, or displaying open food or liquid containers without a library staff member's consent, except water in resealable liquid containers.
13. Sleeping in the Library.
14. Using library restrooms or water fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.
15. Entering the Library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the Library by other library patrons or with the functioning of library staff, or wearing or spraying highly scented products such as perfumes or air fresheners.
16. Entering the Library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the Library.

17. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs, or placing feet on tables or chairs.
18. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the Library Director's written permission. Petitioning outside the Library must be done following the law.
19. Bringing containers, packages, briefcases, parcels, or bundles into the Library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the library building manager's consent and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library building manager will not be permitted inside library buildings.
20. Bringing bicycles, shopping carts, or other large wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if used as transportation or as a mobility device by an adult or child. Skates, skateboards, collapsible scooters, hoverboards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.
21. Bringing any animal into library facilities, except for service animals individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with library staff's consent.
22. Recording, photographing, or filming persons in the Library or on library property for commercial use or presentations without prior consent from the Jefferson County Library District.
23. Leaving children under the age of ten (10) years old or adults requiring supervision alone and unattended in the Library, except for library programming with library staff's consent. The Library is not responsible for children left unattended in the Library or on the grounds of the Library.
24. Adults using areas designated for children or teens, attending programs for children or teens, or using computers set for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the library staff's discretion.
25. Entering or remaining in a non-public area designated as a "staff only area" reasonably identified as such by walls or doorways or other means of physical restraint to access.

### **Enforcement of Rules of Conduct**

To preserve the peace and provide public access to library facilities, The Library reserves the right to require anyone violating these rules of conduct to leave the Library immediately. The Library may also suspend access to library privileges for persons who fail to follow the Library's established Rules of Behavior. A person whose library privileges have been suspended may appeal the suspension. To request an administrative review of a suspension of privileges, submit the request in writing to Library Director, Jefferson County Library District, 241 SE 7<sup>th</sup> Street, Madras, Oregon 97741, or email to [library@jclcd.org](mailto:library@jclcd.org). This request must be made within ten (10) business days of receiving the Letter of Suspension. The written appeal will be reviewed by the Review Board, which consists of a 3-member subcommittee of the Board of Directors, within thirty (30) business days of the receipt of the request for an administrative review. The decision of the Review Board shall be final and not appealable. The suspension of privileges will remain in force during the review period. The Library reserves the right at all times to discharge immediately a customer who is dangerous or in any way threatening library staff or other patrons.

The Library is not responsible for stolen or lost personal property.