



Code of Conduct

We welcome every member of the community to use and enjoy our library's facilities, collections, programs, and services. The Code of Conduct Policy defines expectations for behavior for all patrons, regardless of age.

Library patrons are expected to:

- Respect other patrons and library staff.
- Respect library property.
- Obey the law.
- Comply with requests from staff.

Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times. Library volunteers will intervene to stop prohibited activities and behaviors. Failure to comply with the Code of Conduct may result in expulsion from the library with revocation of library privileges.

The following are examples of behaviors and activities that are not allowed:

UNSAFE OR DISRUPTIVE TO OTHERS:

Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff. Examples (including but not limited to):

- Interfering with library volunteers in the performance of their duties: inappropriate personal comments, staring, sexual advances, or physical and/or verbal harassment
- Interfering with the free passage of volunteers or others
- Use of profane, obscene, or aggressive language and/or gestures and excessive displays of affection
- Activities or behaviors that may result in injury or harm to self or others
- Wearing clothing that violates other components of this Code of Conduct expectations (profane, obscene language, sexual reference, etc.)
- Noise considered loud enough to impact other Library users' experience negatively
- Bodily hygiene or scent so strong as to constitute a nuisance to others
- Violation of the Child Safety Policy
- Use of tobacco or marijuana products, including chewing tobacco, synthetic tobacco products, or electronic cigarettes (smokeless or their equivalent) on library property
- Violation of Interim Library Food and Drink Policy

INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY:

Using Library privileges, materials, equipment, fixtures, furniture, buildings, or grounds in any manner other than intended. Examples (including but not limited to):

- Entering non-public areas in the library without authorization
- Posting signs on interim library property without approval



- Activities or behavior that may result in damage to Library property or property of others
- Personal belongings left or scattered in a way that is unsafe for others
- Use of restrooms for bathing, shaving, or washing hair or clothes
- Any solicitation inside or outside of Library property without prior approval
- Violation of Computer Use Policy

Illegal

Any observable behavior that is prohibited by law: Examples (including but not limited to):

- Intimidating, threatening, or harassing behavior towards other patrons or staff
- Theft
- Viewing or printing child pornography
- Open display and/or open carry of firearms or other weapons, including knives
- Use, display, or distribution of alcohol or illegal drugs
- Public intoxication

NONCOMPLIANCE WITH VOLUNTEERS

Ignoring requests or disobeying the direction of a Library staff member

Suspension Procedures:

1. Since we are responsible for the upkeep of Christ the King Lutheran Church, plus our library is run by volunteers, we will not give second chances. We will employ a “one strike you are out” policy.
2. If a patron violates a COS Reads interim library policy, any library volunteer may verbally notify the patron of the reason, and they may be asked to depart the library. In this case, all library privileges will be suspended, and they will not be allowed to return.
3. An incident report will be filled out.
4. If the patron is an unaccompanied minor, the parent will be called and the situation explained.
5. If a patron has been suspended and then returns for any reason other than to schedule an appeal meeting or to inquire about the suspension process with staff, that patron is trespassing.
6. A library volunteer may call the police and request that any trespassing individuals be removed from the library facility and charged.
7. An incident report will be written by the volunteer in charge.

Suspension Appeal:

1. It is the responsibility of the suspended patron to initiate the appeals process by emailing saverockrimmonlibrary@gmail.com.
2. Meetings are attended by one of the COS Reads directors, the volunteer who suspended the patron, any specific witness needed, the parent of the patron if they are under 18, and the suspended patron.
3. The decision made at the suspension appeal meeting is final.
4. Suspended patrons whose appeal has been denied are welcome to resubmit an appeal through the process at a later time if they feel personal actions or other circumstances have been remedied or they have addressed the cause of the original suspension.