

## Library Rules of Conduct El Reno Carnegie Library

The residents of El Reno and Canadian County expect a clean, comfortable, and safe place for all customers of the library. Therefore, rules of conduct are established to prohibit actions that unreasonably interfere with other customers' access to library facilities, materials, and services and for protecting the library's materials, equipment, and facilities. The rules of conduct apply to each person present in the library, regardless of whether the person holds a library card.

Library staff will enforce these rules in a fair and reasonable manner. The library reserves the right to require anyone of any age violating the Library Rules of Conduct to leave the library. Customers who fail to follow the rules of conduct may lose library privileges ranging from one day to two years, and/or face legal action or criminal prosecution where such action is deemed appropriate. A report will be kept on file to document violations of library conduct policies, and parents or guardians of youth under 18 may be contacted to inform them of the incident. Law enforcement may be called if a library user becomes threatening or violent. An appeal may be made regarding the denial of library privileges, in writing, for consideration by the Director and/or Library Board.

### Policy

1. The following actions and forms of conduct are **not** permitted:
  - a. Engaging in any unlawful or potentially harmful activity on library property. Illegal or disruptive behavior will be subject to immediate, appropriate, and necessary action.
  - b. Carrying firearms and dangerous weapons of any type (except by armed law enforcement officers).
  - c. Selling, consuming, possessing, or being under the influence of alcohol or illegal drugs.
  - d. Soliciting, panhandling, or conducting surveys, polls, or petitions not authorized by the library.
  - e. Tampering with, defacing, mutilating, or theft of library property.
  - f. Behaving in a disorderly, loud, or disruptive manner.
  - g. Using offensive language.
  - h. Using radios, players, cell phones, or other personal listening equipment at a level that can be heard by others.
  - i. Harassing others, verbally or physically.
  - j. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
  - k. Entering the library with communicable diseases, contagious illnesses, lice, or other body or article infestation.
  - l. Using restrooms for bathing, shampooing, or doing laundry.
  - m. Littering.

- n. Entering or being in the library barefoot, without a shirt, with wet clothes, with offensive odors or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
  - o. Entering unauthorized workspaces.
  - p. Blocking or impeding access of others or bringing items in that take up an excessive amount of space or present a potential danger.
  - q. Monopolizing library space, equipment, materials, or facilities preventing others from using them, including prolonged or chronic sleeping or lying down.
  - r. Using or preparing to use tobacco products including e-cigarettes. No smoking within 25 feet of entrances according to State law.
  - s. Engaging in acts of indecent exposure or sexual activity of any kind.
  - t. Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
  - u. Bringing animals into the library, with the exception of service animals.
  - v. Damaging, destroying, or stealing someone else's property.
  - w. Failing to comply with a reasonable staff request.
2. Access to the children's section of the library is limited to minor children, adults accompanied by minor children, and customers using materials that are not available at any other location in the library. Caretakers may not leave children under the age of 10 unattended in any part of the library. Unattended means that the responsible person is not within sight of the child.
  3. Customers will comply with the library's circulation policy, including checking out all materials through approved circulation devices, and will allow library staff to examine packages, briefcases, and any other container before customers leave the building.
  4. Wheeled personal transportation devices (except for wheelchairs, walkers, and strollers) shall be left outside, and may not obstruct traffic entering or exiting the building. Bicycles must be parked in designated racks.
  5. Beverages in spill-proof containers are permitted in the library. No hot food is allowed in the library. Food and drink are not permitted at the computer stations. Proper disposal of food and beverage waste is required or privileges will be revoked. Food and drink are permissible in the Ashbrook Meeting Room, and those who reserve the room are responsible for cleanup.

Approved by the El Reno Library Board July 17, 2014.