**Library Rules of Conduct**
Revised & Accepted Jul. 2014, Jan. 2018, Apr. 2022

**Policy Statement**

The residents of El Reno and Canadian County expect a clean, comfortable, and safe place for all customers of the library. 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.

The library reserves the right to require anyone of any age violating the Library Rules of Conduct to leave the library. Serous or repeated misconduct may lead to restrictions including loss of library privileges ranging from one day to two years, and/or appropriate legal action. An appeal may be made to the Library Director regarding the denial of library privileges.

**Policy**

1. The following actions and forms of conduct are not permitted:
	1. Engaging in any unlawful or potentially harmful activity on library property.
	2. Carrying firearms and dangerous weapons of any type (except by armed law enforcement officers).
	3. Hate speech, either verbal or visual representations
	4. Selling, consuming, possessing, or being under the influence of alcohol or illegal drugs.
	5. Soliciting, panhandling, or conducting surveys, polls, or petitions not authorized by the library (see Distribution of Non-Library Materials Policy)
	6. Tampering with, defacing, mutilating, or theft of library property.
	7. Disrupting the use of library services by patrons or staff.
	8. Using offensive language.
	9. Using radios, players, cell phones, or other personal listening equipment at a level that can be heard by others.
	10. Harassing or stalking library members or staff, including verbal or physical intimidation.
	11. Fighting or challenging to fight; running, pushing, shoving, or throwing things.
	12. Entering the library with communicable diseases, contagious illnesses, lice, or other body or article infestation.
	13. Using restrooms for bathing, shampooing, or doing laundry.
	14. Littering.
	15. Entering or being in the library barefoot, without a shirt, with wet clothes, with offensive odors or personal hygiene, or being otherwise attired to be disruptive to the library environment.
	16. Entering unauthorized workspaces.
	17. Blocking or impeding access of others or bringing items in that take up an excessive amount of space or present a potential danger.
	18. Monopolizing library space, equipment, materials, or facilities preventing others from using them, including prolonged or chronic sleeping or lying down.
	19. Using or preparing to use tobacco products including e-cigarettes. No smoking within 25 feet of entrances according to State law.
	20. Engaging in acts of indecent exposure or sexual activity of any kind.
	21. Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
	22. Bringing animals into the library, except for service animals.
	23. Damaging, destroying, or stealing someone else’s property.
	24. 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. Children under the age of 12 must be accompanied by an adult at all times. The responsible person must be 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. Food and drink are not permitted at the computer stations. Proper disposal of food and beverage waste is required, or privileges will be revoked.