

# Mulvane Public Library

## Code of Conduct Policy

Board Amended May 13<sup>th</sup>, 2024

The Mulvane Public Library has created this Code of Conduct to ensure all patrons have a positive and safe experience at their library. These rules are in place to maintain the Library's welcoming atmosphere, facilitate library usage to as many patrons as possible, preserve easy access to library materials and resources, and protect the Library's property. Enforcement of these rules shall be carried out in a fair and thoughtful manner, which respects all members of the community.

### **A. Safe and Clean Environment**

- Sidewalks and pathways must remain clear and obstacle free.
- Vehicles must be parked in authorized areas.
- Animals and personal vehicles are not allowed in the Library except when required by a person with disabilities.
- Wearing or use of inline roller blades, skates, skate boards, etc., is not allowed on the Library premises.
- Illegal drugs and tobacco, including electronic smoking devices, are prohibited on library property. Alcohol is prohibited on library property as well; unless, it is part of a library hosted and approved program. Patrons under the influence of drugs and alcohol, who are unable to remain composed, are not allowed at the Library at any time.
- Appropriate attire is required to be worn at all times, such as shirt and shoes.
- Open flames are not allowed on the Library property.
- Food is restricted inside of the Library except when it is associated with a library sponsored program or permission is granted by a staff member.
- Beverage containers must have tops or lids, and liquids are not allowed to share a surface with library-owned technology.
- Patrons must clean up after themselves and dispose of trash in designated bins.
- Unreasonable use of the restrooms is prohibited. This includes bathing, shaving, and/or laundry.
- Carrying or display of items that have the potential to be used in violence, such as, but not limited to, knife, gun, etc., on the Library premises is not allowed unless authorized by law.

### **B. Personal Behavior**

- All behavior deemed illegal by state and federal law is prohibited on library grounds.
- Patrons must adhere to the designated open hours and exit the building at closing time.
- The Library is not responsible for personal property.
- Personal possessions must not take up seating or space needed by others.
- Sleeping is prohibited.

- Using profane, obscene, or threatening language and/gestures is not permitted on library property.
- Offensive odors that impede the use of the Library by other patrons are not allowed.
- Panhandling or soliciting is not permitted on library property.
- Patrons may not interfere with staff's performance of duties by engaging in extended conversation and/or making inappropriate personal remarks or sexual advances.
- Stalking behavior, including staring, following, or photographing, is not allowed.
- Creating disturbances through loud noise or yelling, rough housing, or running is not permitted.
- The playing of audio so that others can hear is prohibited.
- Excessive public displays of affection are not allowed at the Library.
- Talking on cell phones is limited within the Library. Patrons should have their ring tones on low or vibrate and speak in hushed tones keeping their conversations brief; otherwise, exit the building.
- The Library will not monitor an individual's computer use, but it is illegal for patrons to view, print, distribute, display, send or receive text or images that may be construed as obscene or child pornography per the Kansas Law K.S.A. 21-4301; 21-4301a, and 21-4301c.
- At the discretion of the staff, other activities not listed, but cause disruption to the normal activities of library patrons will be prohibited as well.

### **C. Bullying**

- Any intentional display or threat of force that would cause a patron or employee to fear or expect harm is not allowed on the Library property, including the Library's online venues.
- Bullying, harassment, and intimidation, which ridicules and/or humiliates other patrons or staff members is prohibited on library property, including the Library's online venues.
- Libeling, slandering, or maliciously offending other patrons or staff is not allowed.

### **D. Use and Preservation of Library Property**

- Damaging, defacing, or stealing library property is against the law.
- Patrons must abide by the set limits on materials and technology.
- Employee computers and phones are not to be used without expressed permission by the staff.

### **E. Technology**

- Patrons are not allowed to tamper, alter, or edit technology managed and/or by the Library without expressed permission. This includes the Library's website, social media accounts, public computers, and/or devices.
- The computer lab must be vacated 10 minutes prior to a posted, scheduled class.
- Computers located in the youth areas of the Library are intended for child and teen use only.
- Patrons must respect all copyright laws and licenses to programs and data.

- Gaining unauthorized access to another person's files and/or accounts is not allowed.
- Patrons are not permitted to run programs of their own or download them from the Internet onto the Library's computers or devices
- The Library reserves the right to moderate, manage, and edit all content on the library's sites, including social media accounts and website, at their discretion.
- At the discretion of the Library staff, an online user(s) may have access to the Library's social media accounts restricted if a severe or frequent violation of the Code of Conduct occurs.

#### **F. Photography/Filming**

The Library is a limited public forum, so photography and filming is allowed on the property with some restrictions. Due to patron privacy rights, photography and filming is prohibited in the following spaces or of the following objects:

- Content on patron and staff computers, including the computer lab and staff work areas and offices
- Any location designated as "Employees Only," "Staff Only," "Private," or other signage or designation that indicates the general public is prohibited from entering.
- Circulation desk, a space where patron checkouts and information inquiries regularly take place
- All restrooms
- Study rooms, which patrons may opt to utilize for additional privacy

Note: Photography and filming is also subject to the Library's Photography and Film Policy and the entirety of this Code of Conduct Policy. Any photography and/or filming that is disruptive to other patrons or inconsistent with the library's mission is strictly prohibited.

#### **G. Safety of Youth**

- Children 9 and under must be attended by a parent or other responsible caregiver age fourteen (14) or older at all times while in the Library.
- Parents are responsible for monitoring their child's behavior and access of materials and resources at the Library. With reasonable exceptions, children are expected to abide by the same rules that apply to adults in the Library.
- Adults must be accompanied by children to utilize the Children's Space, including the restroom.
- Staff may restrict adult use of youth areas at their discretion.

#### **H. Suspension of Library Privileges**

Library staff may ask a patron to leave for the day if the situation warrants the request; however, long-term suspension must be approved by the Director. The staff member(s) handling the situation will be responsible for creating an incident report for the Director to review. The Director will then deem a set amount of time for the suspension, and send a letter

citing the misconduct to the patron within ten days of the incident. The incident will also be reported to the Library's Trustees at the next board meeting.

If at any time the staff witnesses unlawful behavior, is unable to manage an unruly patron(s), or feels threatened or uncomfortable with a situation they are authorized to immediately contact the police.

**I. Right for Appeal**

Any patron who feels their library privileges have been revoked without due cause may submit a letter to the Board of Trustees within 30 days of the incident or suspension. The Board will review the request at the next scheduled board meeting. Their decision will be final.

Board approved December 7<sup>th</sup>, 2015, and amended November 13<sup>th</sup>, 2017, December 10<sup>th</sup>, 2018, and March 14<sup>th</sup>, 2022.