

## Library Code of Conduct

***The Boards of Trustees of Scenic Regional Library believe that individuals have the right to use library facilities, materials and services without being disturbed or impeded by other library users and that these individuals as well as staff have the right to a secure and comfortable environment. In support of this, the Boards of Trustees of Scenic Regional Library have adopted the following policies:***

1. Individuals shall engage in activities associated with the use of a public library.
2. Individuals shall respect the rights of other library users and library staff. Any behavior that disturbs library users or staff, or that hinders others from using the library is prohibited. These behaviors include, but are not limited to: loud or boisterous behavior, verbal or physical harassment, obscene or vulgar language, displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can reasonably be expected to disturb others. Anyone engaged in such behavior, or behaviors listed below, shall be asked to stop the behavior or leave the premises.
3. Weapons are prohibited in all library facilities.
4. The consumption of food is prohibited except during library programs, in the meeting rooms, at designated times and by arrangement. Beverages in covered containers may be consumed in the library.
5. Smoking and other tobacco use is not permitted in all library facilities. Smoking includes electronic cigarettes.
6. Individuals shall not be under the influence of alcohol or drugs on the library premises. Alcohol and drugs shall not be permitted on library property.
7. Individuals shall not engage in any illegal activity while on the library premises.
8. When speaking on a cell phone, individuals shall be asked to move to designated areas of the library if their volume is considered disruptive to staff or other patrons.
9. Proper care of library materials, furnishings and facilities is expected of all library users. Theft, vandalism and mutilation of library property are criminal offenses and shall be dealt with accordingly.
10. Proper attire, including shirts and shoes, is required in all libraries.
11. Individuals whose bodily hygiene is so offensive that it causes complaints from other library users may be required to leave the library.
12. Animals, except those used to aid persons with disabilities or part of a library program, are not permitted in any of the libraries.
13. Individuals shall be responsible for any fines, fees or other charges due in accordance with library policy. Failure to pay such charges will result in the suspension of borrowing privileges. Further action may be taken under the provisions of Chapter 570 of the *MISSOURI REVISED STATUTES*.
14. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan. Intentionally removing library materials from the library without checking them out is theft and is covered under the provisions of Chapter 570 of the *MISSOURI REVISED STATUTES*.
15. Library staff may request the name, address and phone number of any individual who fails to abide by these *Library Behavior Policies*.
16. Any individual not abiding by these or other rules or regulations of the library may be required to leave the library premises and may forfeit their library privileges. Library employees may contact local law enforcement officials if deemed advisable.
17. Any individual who violates these policies may be denied the privilege of access to the library by the Library Director or his/her designate. The Library Director or his/her designate shall notify the individual of this decision in writing, if possible. A patron whose privileges have been denied may have the decision reviewed by the Boards of Trustees. Loss of library privileges, except for non-payment of fines, fees, or damages, may range from one month to one year depending upon the seriousness of the offense.

Adopted October 17, 2006; revised September 18, 2018; revised August 25, 2020.