



Española Public Library

Code of Conduct

Because each of us is accountable for any actions that put others or ourselves at risk, Española Public Library has developed a Code of Conduct which will be the standard against which to measure our actions. Because participation is a privilege, not a right, those who conduct themselves in a disruptive or dangerous manner may lose their library privileges. This Code of Conduct is expected of all patrons regardless of age, race, or gender

A. PURPOSE

Española Public Library is a place where people come to select materials, do research, study, read, and attend programs and meetings. These rules for behavior and conduct are to:

- Protect the rights of individuals who are in the library to use library materials and/or services;
- Protect the rights of staff members to conduct library business without interference;
- Ensure the safety of library users and staff; and
- Preserve library materials and facilities.

B. POLICY STATEMENT

Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all rules of the facility. When socially unacceptable or illegal behavior occurs in the Library it will be dealt with immediately. Violations of the policy are subject to Library Director and Library Board to ban violator from the premises. To ensure your visit here is safe and enjoyable, the following are prohibited:

- Physically, sexually, or verbally abusing or harassing others. This includes paying unwanted attention to others such as initiating unwanted conversation with another library user or employee, stalking patrons or staff, staring at other patrons or staff for long periods of time, or touching other patrons or staff;
- Defacing, destroying, or tampering with property or equipment;
- Behaving in a disorderly, loud, or disruptive manner;
- Soliciting funds, panhandling, gambling, selling, advertising, petitioning for contributions or support, distributing flyers in the parking lot without a permit, campaigning or proselytizing in the library or on library grounds;
- Interfering with others' use of the library through poor personal hygiene;
- Leaving children under the age of eight or vulnerable adults unsupervised or unattended or otherwise violating the provisions of the Library Policy on Unattended Children;

For purposes of this policy "unattended" means that the person responsible for the child or vulnerable adult is not within their sight.

- Bringing animals, other than service and therapy animals, into the library;
- Using any form of tobacco in the library;

- Blocking aisles or doors or leaving personal items unattended at any time;
- Using public restrooms to bathe, shave, change/wash clothes or utensils;
- Failing to wear shirts or shoes;
- Using cell phones in the Library (except for authorized City personnel conducting City business);
- Running in the library;
- Possessing, selling, or using alcoholic beverages or illegal substances on library property;
- Sleeping in the library building;
- Carrying a weapon unless authorized by law;
- Using radios, tape players, or other personal listening equipment at a level that can be heard by others;
- Skateboarding, roller-skating, rollerblading in the library;
- Failing to adhere to library policies;
- Interfering with another person's use of the library or with the library personnel's performance of their duties;
- Using the emergency exits other than during an emergency;
- Entering unauthorized workspaces or office areas;
- Eating in the Library.

Library staff has the right to:

- Require that an individual return to the check out desk if the security gates sound an alarm;
- Restrict the length of time an individual may use library equipment;
- Make decisions that are in the best interests of the library; and
- Require individuals violating library policies to leave.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, etc. for library materials.

D. DUE PROCESS PROCEDURES:

When the Library Director has reasonable or probable cause to believe that Española Public Library patron has violated a provision or provisions of the Code of Conduct, the Director shall meet with the participant in an attempt to informally resolve the issue which may result in the suspension from the Library and sponsored activities. A violator of the Code of Conduct will be notified in writing of the consequences of his or her actions.