

**Shedd-Porter Memorial Library**  
**Code of Conduct and Appropriate Behavior**  
**Approved by the Board of Directors**  
**July 2019**

The library strives to provide a welcoming environment for all visitors. So that no one may interfere with any other person's ability to use the Library, or the staff's ability to provide services, the following rules and regulations must be observed.

1. All patrons, regardless of age, must wear clothing, including shoes and shirts, while in the library.
2. Use of alcohol, tobacco, vapes, and e-cigarettes is not permitted anywhere in the library building.
3. No food or drink is allowed unless it is associated with a program, and no food or beverages may be consumed under any circumstances near the computers.
4. Disruptive behavior that negatively impacts others' enjoyment of the library or the staff's ability to perform their duties is not allowed. Prohibited behavior may include but is not limited to the following: excessively loud conversations, yelling, running, jumping, obstructing doorways, obscene or vulgar language or gestures, or public displays of affection.
5. Harassment of others, either verbally or by physical actions is prohibited. This includes any actions that library users or staff members perceive to be harassing, bullying, and/or cyber-bullying.
6. Threatening the safety or rights of another person, including but not limited to, violent or disorderly behavior, threats of violence, use of abusive language, and possession of weapons is not permitted.
7. Visitors are expected to treat library materials and equipment with respect. Misuse, defacing, or damaging library property is prohibited.
8. Personal property may not be left unattended. Visitors are responsible for their personal property. The Library is not responsible for lost or stolen items.
9. We reserve the right to require that children under nine (9) years of age be accompanied and supervised by an appropriate parent or caregiver.
10. With the exception of service animals, other animals are not permitted in the library building without the approval of the Library Director.
11. No cell phone conversations are permitted while in the building. Please silence ringers.
12. The library staff reserves the right to contact the police for assistance related to the dismissal of a patron or the discovery of an unattended child.

Violations of this policy will result in increasing levels of action starting with asking a library user to leave the library. The level of action will be determined on a case-by-case basis and will be within the discretion of the Library Director or the Board of Trustees or the supervising staff member on duty. The library reserves the right to contact law enforcement to assist as needed.

A library user may appeal any revocation of privileges to the Board of Trustees within 60 days for review at their next scheduled meeting.