

## Appropriate Library Behavior

Adopted by the Norwin Public Library Board of Trustees June 2016

The Norwin Public Library provides a pleasant and safe environment for everyone. To that end, everyone is expected to treat the space and one another with civility and respect. Parents and caregivers are responsible for ensuring the people in their care conform to this policy, as well. The Library reserves the right to expel any person whose behavior violates this expectation.

All Library staff are authorized to make judgments regarding individual or group behavior. Staff response to unacceptable behavior may include temporary or permanent exclusion from Library privileges, which could include all Library events and programs. Appropriate law enforcement authorities will be promptly informed of any unlawful activity.

### GUIDELINES:

For the comfort and safety of everyone:

- Keep all valuables and personal property with you at all times. The Library is not responsible for lost or stolen items
- Follow Library computer policies
- Keep the volume of all conversations at a level that does not disturb others, including telephone or internet conversations
- Appropriate attire, including shoes, must be worn at all times

The following are not permitted in Library locations:

- Destruction or theft of Library materials or property
- Use of alcohol or illegal drugs
- Disorderly, disruptive or boisterous conduct
- Threatening, harassing or intimidating language or behavior, including that of a sexual or discriminatory nature
- Poor personal hygiene\*
- Smoking, use of tobacco products or e-cigarettes
- A pattern of sleeping
- Weapons
- Bathing or shaving in public restrooms
- Solicitation of any type
- Pets or animals, other than service animals
- Any other illegal activities not specifically defined here

\*When visiting Library locations, patrons are expected to maintain an acceptable standard of personal hygiene. Creating a hazardous or physically offensive condition—including unpleasant body odors that may offend other Library patrons, and infested clothing or personal effects—is

unacceptable. In this case the patron will be asked to leave the Library until they address their personal hygiene issues. An effort should be made to refer the patron to community resources that have facilities that may assist with personal hygiene maintenance.

In all of the above circumstances, the library staff is empowered to decide what constitutes a violation of this policy and the appropriate consequences. Any appeals may be brought to the Library Board of Trustees at their next scheduled meeting.