

# Greensburg Hempfield Area Library

## Patron Conduct

**Policy Number: 6**

**Date Last Updated: January 13, 2015**

**Purpose:** To protect the rights of individuals who are in the Library to use materials or services, to assist staff members in conducting Library business efficiently and to preserve Library materials and facilities.

**Statement of Policy:** Library patrons are expected to use the Library, including its facilities, grounds, resources and material, in a responsible, appropriate and courteous manner. Illegal acts or conduct in violation of Federal, State or local laws, ordinances or regulations are prohibited. Behavior that disturbs or infringes on the rights of other Library patrons and staff and which damages Library materials and property is not permitted. This policy applies to patrons of all ages.

**To those ends, the following actions are prohibited:**

1. Engaging in disorderly conduct, drunken, dangerous or threatening behavior, fighting or challenging to fight, running or using offensive words which disturb or tend to disturb the peace or good order of the Library and any other behavior that is disruptive to Library use.
2. Blocking entryways, vestibules, book returns, restrooms, staircases, elevator or other common areas.
3. Refusing to comply with requests of any member of the Library staff to comply with Library policies.
4. Using offensive or abusive language or acting or behaving disrespectfully toward a Library employee, volunteer or patron.
5. Any forms of harassment (e.g., physical, sexual, verbal) of Library patrons or staff. Harassment may include initiating unwanted conversations, impeding access to the building, stalking and the like.
6. Displaying obscene or sexually explicit materials or Internet sites in violation of 18 Pa. Cons. Stat. § 5903.
7. Excessive noise and other disturbances, such as loud conversation, laughter, cell phone use or music which is disturbing to others.
8. Selling and/or soliciting for services, money, items, or signatures, except for Library or Library-related activities. Nothing in this policy shall prohibit a person's freedom of expression of his First Amendment rights as guaranteed by the United States Constitution.

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9. Distributing or posting printed materials, literature or other items that have not been approved by the Library for use inside the Library building.
10. Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
11. Smoking or other uses of tobacco.
12. Consuming food or beverages in any type container or bringing in packaged or unpackaged food or beverages.
13. Not wearing shoes or shirts,
14. Bringing animals or pets into the Library (except for assistance animals or for specific Library programs).
15. Intentionally damaging, destroying or stealing any property belonging to the Library or a patron or employee.
16. Removing Library materials from the premise without authorization through established lending procedures.
17. Using cell phones in the Library. Cell phones must be silenced at all times within the library.
18. Moving tables, chairs or other furniture, beyond ordinary use, without permission of Library staff.
19. Leaving a child under 12 years of age unattended by a responsible person.
20. Misuse of restrooms. Restrooms are for the use of Library patrons and staff only. Smoking, changing of clothes, bathing and hair-washing are not allowed.
21. Possessing weapons of any type.
22. Indecent exposure.
23. Gambling.
24. Entering "Staff Only" areas without permission of Library staff.
25. Abuse of borrowing privileges.

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**In order to help enforce this Policy, the Library reserves the right to:**

1. Inspect all backpacks, book bags, satchels and briefcases.
2. Confiscate and dispose of any food, beverage or containers thereof brought into the Library.
3. Limit the number of persons who may sit together at a single table or carrel, in an arrangement of casual seating or in a study room.
4. Separate members of a group from one another or relocate individuals from one area of the Library to another.
5. Impose time limits on the continuous use of library resources, including reference materials, computer equipment and public telephones.
6. Require patrons to furnish commonly accepted forms of identification, such as a driver's license or student ID card.

### **Noncompliance:**

1. Failure to comply with this policy will result in a warning and may also result in exclusion from the Library for one day or any period of time up to and including permanent exclusion and/or arrest.
2. Theft or damage of Library materials is a serious offense and will result in permanent exclusion from the Library and/or in arrest.
3. Communication of threats, physical violence or sexual offenses will result in permanent exclusion and/or arrest.
4. Trespassers will be arrested and prosecuted.
5. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing.
6. The Library staff will call the Greensburg Police Department when staff deems this to be necessary or prudent.
7. Any patron whose privileges have been denied by Library staff may appeal the decision to the Greensburg-Hempfield Area Library Board of Directors within thirty days of the decision.

If a patron experiences any unwanted behavior from another patron or employee, the Director or Assistant Director should be notified immediately.