

Alva Public Library

Code of Conduct Policy

The Alva Public Library's Code of Conduct policy purpose is: to protect the rights of library patrons, to protect the rights of library staff, and to protect and preserve the library facilities, collection and property. The rules shall apply to the interior and exterior of the building, the pocket park, and all grounds operated by the City of Alva and to all persons in or on the premises.

We expect our patrons/users to:

- Conduct themselves properly as they would in any other public facility.
- Attend to personal belongings - no leaving of packages, backpacks, luggage, or any other personal items unattended. The library is not responsible for personal belongings left in or on library property
- Follow established loan procedures before taking library property or materials outside the building
- Use library furniture, equipment and materials properly and for their intended function.
- Use library parking areas, sidewalks and lawns properly and safely. These areas are not intended for recreational activities
- Use auditoriums or meeting rooms appropriately and as scheduled.
- Use covered containers when bringing beverages into library buildings and comply with posted "No Food" and "No Drink" areas
- Leave the library at the designated closing time

The following actions and forms of conduct are not permitted:

- Engaging in any activity in violation of federal, state, or city ordinance.
- Failure to comply with a reasonable staff request
- Being under the influence of alcohol or illegal drugs
- Annoying, harassing, or threatening of another person
- Abusive language in the presence of staff or other patrons.
- Stealing, rearranging, defacing or destroying library property
- Loitering on library property
- Any disruptive or potentially harmful activity on library property
- Monopolizing library equipment, materials, or facilities preventing others from using them
- Carrying illegal weapons of any type
- Loud talking and other noise-producing activities that disturb other patrons. Limit use of cell phones. Cell phones should be placed on silent or vibrate mode. When answering cell phone calls patrons should use common courtesy and move to an area that will not disturb other patrons
- Operating electronic library equipment or personal equipment in an audibly disruptive manner
- Intentionally damaging, destroying, or stealing any customer's or library employee's property.
- Petitioning, soliciting, or distributing/selling merchandise without the authorization of the library director
- Posting or distributing unauthorized material

- Attempting to obtain a library card with false identification
- Entering the library barefoot or without a shirt or removing one's footwear or shirt while in the library
- Poor personal hygiene such as clothing odor, body odor lice or other body/article infestation, communicable diseases, or contagious illnesses which interfere with the use and enjoyment of the library by other library patrons or staff.
- Use of tobacco products in the library or any other product packaged for smoking or the simulation of smoking. No smoking on city property, including 25 feet of entrance according to state law
- Engaging in any activity while on library premises that are not related to the proper use of the library
- Littering on library premises
- Minors under the age of 9 or vulnerable adults may not be left unsupervised or unattended at the library. The Child's Safety Policy is used in conjunction with the Code of Conduct Policy for underage patrons.

The library reserves the right to restrict the use of the library and its premises to person(s) who do not abide by the library's Code of Conduct Policy. Failure to comply could result in expulsion from the library and revocation of library privileges for a period of one day to one year, and/or appropriate legal action.

The Alva Public Library reserves the right to take the appropriate action to ensure compliance with this policy.