

# CASS COUNTY PUBLIC LIBRARY

## Code of Conduct

***Library Mission Statement: Our mission is to provide informational, educational, and enrichment services and resources to the community through a comprehensive and efficient library system.***

Cass County Public Library is charged with providing a safe, quiet, and pleasant place for every patron and staff member. Everyone has the right to use the building undisturbed, and every staff member has the right to work without undue interference. CCPL patrons and staff members should be free of any threat of harm, invasion of property, or gross indignity. The CCPL Board has adopted the following policy so that CCPL may provide an atmosphere conducive to appropriate use of the facilities. Libraries are for everyone's enjoyment.

Any conduct that disrupts the use of Cass County Public Library's facilities, collections and services or is defined as unacceptable is not allowed. Any other conduct that violates Federal, State or local law, ordinance, regulation, or Cass County Public Library policy is not allowed.

Examples of unacceptable conduct include, but are not limited to:

1. Offensive, threatening, harassing, or abusive behavior, language, or gestures.
2. Loud or disruptive conversations, including those on cell phones.
3. Damaging, defacing, or misusing library materials, equipment, or facilities.
4. Smoking, tobacco use, or e-cigarette use in the library or within 25 feet of building entrances.
5. Sleeping and/or misusing or rearranging library furniture.
6. Possessing, consuming, or being under the influence of alcohol or illegal drugs on library property.
7. Food and beverages not consumed responsibly while seated at a table or in a booth. Eating/drinking is discouraged near library computer equipment.
8. Inappropriate attire: Shirts and shoes must be worn inside the library.
9. Personal hygiene that disrupts others from using library facilities, collections, or services.
10. Misusing library restrooms (e.g. bathing, washing/drying of clothes or utensils, meal or food preparation).
11. Remaining in the library after closing hours. See Unattended Children Policy regarding children in the library after closing hours.
12. Loitering or panhandling on library property. Soliciting patrons to sign petitions or giving patrons information, unless at least 25 feet away from CCPL entrances. Solicitors may not approach patrons, but may display signs on their own cars or tables and make themselves available for inquiry outside the 25 feet limit.
13. Playing audio equipment without headphones or so loud that it disrupts others.
14. Bringing animals, except for guide dogs and other service animals as defined by the Americans with Disabilities Act (ADA), into the library.
15. Using skateboards, roller skates, and other sports equipment on library property. They may be brought into the library while the owner is looking for materials. Bicycles are not allowed in the library or entrance areas and must be parked in designated areas outside the library.
16. Obstructing library entrances, exits, aisles, program areas, sidewalks, stairways, or railings in any manner, which impedes or restricts public access or presents a safety hazard.
17. More than 2 individuals at one computer at the same time or any other unauthorized computer use. See the Acceptable Use of Electronic Resources Policy.

Patrons are not allowed to enter staff only areas without permission. These areas include, but are not limited to, any staff work area, including the workroom, behind service desks, staff break room, and mechanical areas of the building.

Personal possessions should not be left unattended in the library or at public service points for safekeeping. The library is unable to guarantee the security of such items.

Failure to comply with CCPL's Code of Conduct may result in permanent expulsion from the property and/or in arrest and prosecution.

If a child's behavior violates the Code of Conduct, staff may ask the child to leave. Before the child can return to the library, the branch manager or branch children's specialist, after consulting with library administration, may develop an action plan for the child and family.

**Approved April 20, 2022**