

## General rules and code of conduct for the library

Misconduct that disturbs library users or staff or that hinders others from using the library or its materials is prohibited. The patron will receive one verbal warning (which will be logged in the library's complaint/warnings log book); at the second offense, the patron will be asked to leave the building. In the case of any misconduct that is extreme, the offender will be ordered to leave the building immediately.

1. Conversation or sounds that exceed an acceptable noise level, that are prolonged, abusive, indecent, profane or are disturbing to other patrons or are disturbing to other patrons or staff are prohibited.
2. Running in the library is not permitted.
3. Harassing others, either verbally or through actions is prohibited. Harassment may include initiating unwanted conversations with other library users or staff, impeding access to the library property or building, infringing on the privacy of others, or throwing objects.
4. Fighting is prohibited. All patrons involved must immediately leave the library.
5. Smoking or the use of chewing tobacco and the possession of spittoons are prohibited according to the Missouri Clean Air Act.
6. Eating or drinking is prohibited in the library. Exceptions are staff areas and groups using the meeting room. All patrons will be required to put the food or drink away, remove food or drink from the library, or dispose of food or drink in a waste container.
7. Charitable solicitation or sales by an individual are prohibited on library property. Community solicitation or sales may be made on library property.
8. Animals except those to aid persons with disabilities are not permitted in the library. Animals may not be left unattended at the library entrances or exits. The patron must remove the animal from the library building an/or entrances or exits immediately.
9. Shirts and shoes must be worn at all times in the library. Roller skates, roller blades or metal cleated sport shoes may not be worn inside the library.
10. Climbing on furniture or standing on furniture is prohibited. Equipment and furniture may only be used for their intended purposes. The library provides step stools for reaching materials on high shelves.
11. Personal Belongings: the library is not responsible for personal belongings left unattended. Patrons may not leave personal belongings in the library when they leave

the building. Should belongings be left unattended for an extended period of time or at closing, the staff members will remove the belongings to the lost and found box. Personal belongings left at the library will be disposed of after three months. Unclaimed wallets, purses, and other items of value may be turned over to the Clarence Police Department.

12. The violation of federal, state, or local laws will not be permitted. Theft, vandalism, and mutilation of library property are criminal offenses that will be prosecuted.

### **Repeated Violations of Rules of Behavior**

Adults: An adult patron who has caused repeated disturbances in the library will be warned that his/her library privileges will be revoked and he/she will not be allowed to enter the building if the behavior continues. This warning will be in the form of a letter sent by the Library Board of Trustees.

Minors: A child who has caused repeated disturbances in the library will be warned that his/her library privileges will be revoked and he/she will not be allowed to enter the building if the behavior continues. This warning will be in the form of a letter sent by the Library Board of Trustees to the child's parents or guardians describing the problems, warning them of the consequences, and suggesting that the parent or guardian contact the Librarian and/or Library Board of Trustees if further discussion is needed. Minors who become a continuing disturbance in the library will not be permitted to use the library unless a parent or guardian accompanies the child to the library and supervises the child while he/she is in the building. The parent or guardian of the minor in question may also lose their library privileges.

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