

Patron Code of Conduct Policy

Rawlins Municipal Library strives to create a community of kindness and safety. Rawlins Municipal Library is open to the public and is expected to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library events. Rawlins Municipal Library has established rules of conduct to protect the rights and safety of all Library patrons, visitors, and staff. The guidelines in place intend to preserve and protect the Library's materials, equipment, and facilities. The Library reserves the right to have a patron removed from the Library premises and revoke library card privileges for non-compliance of the policy. The policy applies to patrons of all ages.

Prohibited activities, including, but not limited to:

- Engaging in any activity prohibited by local, state, or federal law. Rawlins Municipal Library will follow and enforce the City of Pierre's Morals and Conduct Public Orders Laws which are attached to this policy.
- Any activity or behavior that may result in injury to other library patrons or staff, including threatening or harassing behavior
- No alcohol or illegal drug use on the premises; any misuse of illegal drugs or alcohol that cause a patron or visitor to show signs of impairment will not be allowed and you will be asked to leave
- Defacing, damaging, or soiling library materials, furniture, equipment, computer systems, or the library building
- Yelling, fighting, or running are prohibited on library property
- Sleeping in the library or on library grounds
- Leaving personal belongings unattended
- Monopolizing library space, seating tables or other library equipment to the exclusion of other patrons or staff
- Using the public phone to solicit items or services
- Improper cell phone use, such as loud conversations or having a phone call on speaker
- Misusing the public bathrooms, including, but not limited to
 - Sexual activities
 - Smoking/vaping
 - Illegal drugs or alcohol use
- Or any other behavior deemed inappropriate by the Library Director, or the person designated in charge by the Library Director

Noncompliance of the Patron Code of Conduct Policy:

- Failure to comply with this policy and/or the library's established rules, regulations, and procedures will result in a warning and/or may also result in expulsion from the library for a specified period or permanent library ban, and/or arrest.
- Library staff will not hesitate to call the City of Pierre Police Department if they feel there is an imminent danger to patrons, staff, or the library facilities.
- Any person who is asked to leave the library because of violating these guidelines and refuses to do so shall be considered trespassing. The library staff will contact the city of Pierre Police Department in these cases.
- In the case of unacceptable behavior by minor children, parents or guardians will be notified if parental or guardian contact information is available.

- Any patron whose privileges have been denied by library staff may appeal the decision to the Rawlins Municipal Library Board of Trustees within thirty (30) days of the decision. When reviewing the appeal, the Rawlins Municipal Library Board of Trustees will consider any legal charges and Incident Reports from library staff. A copy of the Incident Report form is attached to this policy.
- Incident Reports are written reports required by staff anytime the police are called and/or there is a problem that violates the Patron Code of Conduct. Incident Reports are scanned and kept on file for a minimum of one calendar year.

City Ordinances

<https://tinyurl.com/yup98wm4>



Approved by Rawlins Municipal Library Board of Trustees June 22, 2015

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