



Carbon County Library System

Code of Conduct Policy

The Carbon County Library system provides free, open, and equal access to ideas and information to all members of the community. This code is designed to foster an atmosphere of mutual respect and courtesy and applies to all individuals while on library property.

Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy. The library does not routinely monitor the public, but reserves the right to do so when a violation of this policy or illegal activity is suspected.

The library reserves the right to inspect all bags, purses, briefcases, backpacks, personal listening devices, computers, coats, jackets, etc.

The library reserves the right to ask any person to leave whose behavior is unacceptable. All staff members are authorized to expel individuals for unacceptable behavior for the remainder of one day and contacting of law enforcement.

More serious violations of library policy or state and federal law may result in immediate expulsion and contacting of law enforcement.

Unacceptable Behavior

Behavior becomes unacceptable when it interferes with another person's use of the library or when it interferes with other patron's privacy rights; when it is inappropriate or disruptive for a library environment, when it could result in injury to oneself/others, when it does not adhere to the current set of governing policies, or when it could result in loss or damage to customers or library property.

The following list of unacceptable behavior is not all inclusive. Other behaviors judged to be unacceptable by library staff may lead to consequences of misconduct.

- a. Verbally or physically threatening or harassing another patron or library staff.
- b. Using tobacco (including nicotine vaporizer devices), alcohol, or illegal substances
- c. Displaying excessive affection, obscene gestures, sexual acts, and indecent exposure
- d. Consuming food or beverages, except in designated areas
- e. Pushing, running, shoving or throwing objects
- f. Disrupting others with loud talking or other noises
- g. Skateboarding or roller blading
- h. Misusing furniture or materials
- i. Bringing animals (except certified service animals) into the library without prior written permission from the Executive Director
- j. Unauthorized soliciting of funds or offering of goods or services for sale
- k. Behavior that interferes or denies others full and equal access to library materials or services
- l. Shirt and shoes are required for all patrons, including children, while on library property
- m. Abandoning or leaving children under the age of ten, or other persons in need of supervision unattended.
- n. Abandoning or leaving personal property unattended for any length of time
- o. Taking photographs and/or recording videos of library staff or patrons without their permission
- p. Taking photographs and/or videos at the library without prior written permission of the Executive Director

Consequences of Misconduct

- 1. First Expulsion:** Patron may not enter the library or be present on library property for the remainder of one day. Patron will be allowed back in the following day.
- 2. Second Expulsion:** Patron may not enter the library or be present on library property for one calendar week after expulsion. Patron will be allowed back in after one week elapses.
- 3. Third Expulsion:** Patron may not enter the library for a minimum of one month, after which they are obligated to meet with the Director to review and sign a copy of the Code of Conduct. Minors must bring a parent or legal guardian with them to the meeting.

Patrons may schedule a meeting with the Director at any point during the disciplinary process to appeal their expulsion. Individuals will be given notice of the reasons for disciplinary action and allowed an opportunity to respond. The decision of the Executive Director shall be final and may not be appealed in any forum.

Unattended property

The CCLS is not responsible for any patron's unattended property. Patrons are solely responsible for their own property. Unattended property may be relocated to a secure location or disposed of by staff. In certain situations, law enforcement may be called to collect abandoned/unattended personal property.

In certain situations, patrons will need to supply staff with valid identifying information in order to claim their unclaimed property. Unclaimed items will be stored for a specified period of time, after which library staff will determine the appropriate method of disposal including discarding the item, turning it over to law enforcement, or donating it to charity.

Photography, video, and audio recording at the library

In order to protect our patron's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights, and in accordance with the current set of governing policies all requests for taking photographs and/or recording videos should be made in advance in writing to the Executive Director and may be granted only with the prior written approval of the Executive Director.

Permission to film at the library does not grant permission to film in spaces where users have an expectation of privacy, such as bathrooms, study rooms, offices and private spaces reserved for use by the staff.

Filming in the library should not monopolize library workers' time or interfere with the performance of their duties.

Confidentiality laws prohibit libraries from disclosing any information that identifies a person as having used a library or a library service including the release of tapes of video surveillance without a court order or subpoena.