

# Patron Conduct Policy

## Alexander Hamilton Memorial Free Library

### **Purpose**

The purpose of this policy is to describe precisely the Alexander Hamilton Memorial Free Library Patron Use of Library Spaces Policy and ensure its fair and consistent application.

### **Patron Responsibilities**

Each patron has a personal responsibility to ensure that the Alexander Hamilton Memorial Free Library is a welcoming public library environment for all.

No one shall engage in behaviors that are contrary to the principles, roles, and responsibilities defined in the Library Patron Use of Library Spaces Policy.

### **Patrons are expected to**

- Understand that the library is a public place shared by many.
- Avoid disruptive behaviors that may hinder other library patrons.
- Be courteous and respect other library patrons and staff.
- Conduct themselves in a safe and orderly way; allowing others to do the same.
- Attend children in their care, keep them safe, and pick them up before the library closes.
- Respect library property.
- Safeguard personal items.
- Comply with all federal, state, and local laws.
- Follow Alexander Hamilton Memorial Free Library policies, including the [Internet Public Use Policy](#)

The following examples are provided in this administrative policy as a way to illustrate ways in which a patron's conduct would violate the responsibilities defined in the Library Board policy. The examples are intended to guide staff decision making. It does not presume to be a complete list.

*Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of library patrons and staff. Examples of conduct that would violate this principle:*

- Discrimination based on an individual's race, color, creed, religion, national origin, sex, gender, age, disability, marital status, sexual orientation, or public assistance status.
- Harassment, including sexual and racial harassment.
- Behavior that is abusive, bullying, intimidating or disrespectful including obscene, racially charged or abusive language.
- Conversation that is disruptive to other patrons, including personal phone calls.
- Disruptive behavior such as fighting, running, excessive noise making.
- Offensive body odor, including excessive scent, which interfere or are a nuisance to other patrons and their ability to enjoy the use of the library and its services.
- Patrons who break the rules may be asked to leave the premises and may lose their library privileges indefinitely.
- Sleeping on library premises.

*Parents and caregivers are responsible to supervise the activities and choices of their charges. Example of conduct that would violate this principle:*

- Leaving vulnerable individuals or children under 12 years old unattended or alone in the library.

*Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way. Examples of conduct that would violate this principle:*

- Defacing, damaging, or destroying library property.
- Bringing beverages in uncovered containers or eating food in the library.
- Use of library furniture, power cords for personal electronic devices or sports equipment, such as skateboards, that create a physical hazard for others.

*Patrons will comply with federal, state, and local laws and policies.* Examples of conduct that would violate this principle:

- Panhandling or soliciting.
- Bringing dangerous weapons on the premises.
- Consuming alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances in a manner that causes a public disturbance.
- Smoking, chewing tobacco, or use of e-cigarettes, to include vaping.
- Infringement of copyright laws including illegal downloads of copyrighted material.

Failure to follow the Patron Use of Libraries Policy may result in eviction from the library and may include a trespass order or arrest. Inappropriate conduct will be referred to the proper authorities for legal action in accordance with Pennsylvania Statutes.

### **Staff Responsibilities**

Staff play an important role to ensure that Alexander Hamilton Memorial Free Library is a welcoming public library environment for all.

### **Staff are expected to**

- Weigh the degree of disruptive conduct with the onsite conditions at the time.
- Exercise their best judgment in determining conduct that is in violation of the Patron Use of Library Spaces Policy and in determining the correct course of action.
- Explain the Patron Use of Library Spaces Policy to patrons.
- Request that patrons conduct themselves in a way that is necessary to maintain a welcoming public library environment.
- Seek assistance from library supervisors to resolve ongoing or escalating patron conduct issues.

This Patron Conduct Policy was adopted by the Board of Directors on \_\_\_3/9/202\_\_\_