

CAPITAL AREA DISTRICT LIBRARIES
SER 103 CODE OF CONDUCT
JUNE 21, 2023

Rules and Regulations

To ensure a safe and welcoming environment for all library patrons at all library locations, the CADL Board of Trustees has adopted the following Code of Conduct. By enforcing the rules and regulations listed below, CADL seeks to ensure all persons may enjoy equal and open access to all library facilities and resources.

1. Tobacco, tobacco products and/or other burnable products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display of tobacco, other burnable products or electronic cigarettes. Library property includes parking lots and private sidewalks, but not public sidewalks alongside a roadway. If a library is located in a shared facility, the rules adopted by the owner of the shared facility apply.
2. Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
3. All weapons are banned from Library premises to the fullest extent permitted by law.
4. Patrons may not disturb others in any manner. Examples of such behavior include behaving in a rowdy manner, staring at another person, following another person around the building, playing or using audio or other electronic equipment so that others can hear it, singing or talking loudly, using profane or abusive language, or behaving in any way that is intimidating, hostile, offensive, physical or verbally abusive, or adversely impacts a person's use of the library or the work of library staff.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons must be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials or equipment.
7. Users shall not remove or attempt to remove any library materials without first checking them out. Unauthorized removal of CADL property or failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay late fees and replacements costs may result in criminal charges.
8. Adequate clothing covering the upper and lower body is required in addition to shoes or other footwear for hygiene and safety purposes.
9. Patrons may not jeopardize the health and cleanliness of other patrons, library staff, library

materials and library facilities by having fleas, lice, bed bugs, urine or feces on themselves or their possessions.

10. Covered beverages may be consumed in designated areas. Food may only be possessed and consumed in connection with events sponsored by the library or if approved by the head librarian or designee.
11. Cell phone users need to turn ringers to “silent” when they enter the library. Patrons may use cell phones in the library as long as they do not disturb others. Patrons may be asked to move to the lobby or stairwell (if available) if their conversations are disruptive to others.
12. People may not sleep in the library.
13. Unreasonable use of restrooms is not allowed, including, but not limited to, smoking, bathing, shaving, laundering clothes, soliciting, clogging plumbing, or looking into an area designed to provide privacy to a person using the area.
14. People may not wear or emit strong, pervasive odors that unreasonably interfere with library users and staff comfort, safety or use of the library.
15. People may not use roller blades, roller skates, skateboards, scooters, or any similar wheeled devices on library property. Bikes and scooters must be parked at racks or designated areas so as they do not obstruct entrances and exits.
16. People may not solicit or panhandle on library property.
17. People may not circulate petitions, distribute literature or leaflets, or make appeals to the public (“speech activities”) inside the library building or in any library parking lot without first obtaining permission from the Executive Director or Head Librarian. The appropriate library staff may designate an area or areas where such activity is permissible subject to reasonable time, place and manner restrictions, in accordance with applicable law. Speech activities are permitted on the sidewalks outside the library subject to the restrictions in this paragraph. No speech activities may be made or done in such a way that it (1) blocks the entrance/access to the library, its grounds, parking lot, or book drop, (2) compromises patron safety, (3) damages library grounds, or (4) otherwise interferes with a library patron’s access to or use of the library and its materials in a quiet and respectful atmosphere. No tables, chairs, stands, display racks, shelters, awnings, or other structures may be set up inside the library or on library grounds without first obtaining permission from the Executive Director or Head Librarian.
18. To respect the privacy rights of those in the library, including the confidentiality of their browsing and selection of reading materials, no member of the public is permitted to photograph or otherwise in any manner record or document the activities of another person in the library or on library premises without their permission. Permission to photograph or record any person under 18 years of age must be obtained from a

parent/guardian on behalf of any minor child. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron's right to privacy; results in disruption of normal library operation; is harassing, intimidating, or threatening; or if the activity blocks walkways, doors, or stairways. Members of the public who take photographs or recordings are solely liable for any injuries or damages that result from their activities. They are responsible for obtaining necessary consent.

19. Only animals needed for library programs and service animals are allowed in the library.
20. Patrons may not enter an area that is designated "Staff Only". Except for library programs, patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
21. Patrons must follow library procedures when instructed to do so by library staff.
22. Patrons must provide identification when requested by library staff.
23. Patrons may not violate any local ordinance, state or federal law.

Penalties

Any person who violates these rules and regulations may be denied access to the library and to library services by the Branch Head or designee upon notice for a period commensurate with the infraction. Library employees will contact the police when necessary.

Appeal

Any person denied access to the Library or its services may appeal the denial to the Executive Director. If the appeal is not resolved by the Executive Director, it may be submitted in writing to the Library Board. The Library Board will provide the person with an opportunity to be heard before deciding the appeal.