

# Capital Area District Libraries

## Rules of Conduct

### SER 103 CODE OF CONDUCT

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The Capital Area District Libraries' Code of Conduct exists to ensure that library facilities remain safe, clean, and accessible, and that all patrons are able to use library resources without unreasonable interference. These rules are intended to regulate behavior that disrupts library operations, threatens the safety or property of the library or others, or otherwise prevents equitable access to library services. Patrons who violate these rules may be asked to stop the behavior, leave for the day, or be subject to longer-term restrictions as outlined in SER 103D.

#### **BE SAFE**

Library users are NOT permitted to:

- Engage in illegal activity including violations of local fire codes.
- Carry weapons on library property (unless otherwise allowed by law).
- Use, handle, and/or sell substances such as alcohol, tobacco, marijuana, or burnable products. This includes electronic cigarettes and vape pens.
- Be noticeably intoxicated or in possession of controlled substances.
- Disturb others' use of the library by running, jumping, throwing items, etc.
- Use bikes, scooters, skateboards, roller skates, etc. inside the library.
- Block entrances, exits, aisles, or access to library resources.
- Be in the library without shoes, shirt, or pants/skirt/shorts.
- Ignore library procedures or reasonable staff instructions.

#### **RESPECT OTHERS**

Library users are NOT permitted to:

- Disturb others in any manner.
- Display materials or make verbal comments or gestures that might reasonably be expected to intimidate or harass others or which threaten someone or incite imminent lawless action.
- Persistently follow, watch, or otherwise engage another person after being asked to stop.
- Assault or physically fight anyone.
- Use obscene, profane, or abusive language or gestures.
- Engage in public nudity, except for persons breastfeeding.
- Engage in sexual acts.
- Solicit or beg from staff or other patrons.
- Impede staff from performing their duties.
- Manage their body in a way which may put themselves or other people at risk of harm or infectious disease.
- Expose others to pests (such as fleas, lice or bed bugs) or to blood, feces, or other biohazards.

- Use audible devices which disturb other patrons including cellphone ringers, message alerts, or any sound from electronic devices (use headphones or mute the device).
- Make loud noises or scream/yell.
- Sleep.
- Engage in behavior which is otherwise reasonably expected to disturb others.
- Take or remove the property of CADL or others without permission.

#### **RESPECT THE SPACE**

Library users are NOT permitted to:

- Move library furniture or equipment without staff permission or deface, mark on, mutilate, or otherwise defile it in any manner.
- Deface, mark on, or otherwise mutilate any library materials or property.
- Remove or attempt to remove any library materials without first checking them out.
- Bring animals into the building (other than service animals as defined by state or federal ADA; all service animals must always be under control).
- Eat food outside of designated spaces or times.
- Use bathrooms for unintended purposes such as bathing and laundering.
- Litter trash outside of receptacles.
- Have drinks in undesignated areas (drinks must be covered at all times).
- Put feet up on tables and chairs.
- View obscene content on a computer or handheld device.
- Enter 'Staff Only' designated areas.
- Use computers in any manner not allowed under CADL's Computer Use Policy (SER 105A).

#### **MANAGE YOUR PERSONAL PROPERTY**

Library users are NOT permitted to:

- Bring bicycles, scooters, or large carts inside.
- Leave personal property unattended.
- Place personal property where it blocks entrances, aisles, or access to library spaces or materials.

## **CHILD SUPERVISION**

The responsibility for the safety and behavior of children in the library rests with the parent/caregiver. Library staff cannot be responsible for children who are unattended or demonstrate inappropriate behavior (please see SER 103A Unattended Children Policy).

## **SPEECH ACTIVITIES**

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 to ensure availability, access, and safety. 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. The library will administer all rules in a manner that is content-neutral and without regard to the viewpoint expressed.

## **PRIVACY**

To respect the privacy rights of those in the library, including the confidentiality of their browsing and selection of reading materials, while photography in public areas of the library is generally allowed, no member of the public is permitted to photograph or otherwise in any manner record or document the activities of another patron in the library without their permission including photographing computer screens, personal documents, and materials selected. 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. Members of the public who take photographs or recordings are solely responsible for obtaining the necessary consent and are solely liable for any injuries or damages that result from their activities.

## **ADA ACCOMMODATIONS**

The library will make reasonable accommodations and modifications to these rules when necessary to avoid discrimination on the basis of disability or other protected status, consistent with its obligation to provide a safe and welcoming environment for all patrons.

IMPROPER OR ILLEGAL BEHAVIOR IN THE LIBRARY AND ON LIBRARY GROUNDS IS STRICTLY PROHIBITED. IF YOU NOTICE ANY PROBLEMS, PLEASE GO TO STAFF FOR ASSISTANCE. IF YOU ENGAGE IN PROHIBITED BEHAVIOR, YOU WILL BE ASKED TO LEAVE. POLICE MAY BE CALLED. YOU MAY BE PROSECUTED. (SER 103D Code of Conduct Penalties).

*Approved by the Capital Area District Libraries Board of Trustees on AUGUST 20, 2025*