

CAPITAL AREA DISTRICT LIBRARIES
SER 103d CODE OF CONDUCT
PENALTIES
AUGUST 16, 2023

Any person who does not adhere to Capital Area District Libraries' Code of Conduct (SER 103) 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. Below are the suggested range of penalties to be considered by library staff; the actual penalty imposed for a violation shall be determined by library staff based on the individual circumstances of the violation.

1. One Day - Up to One Month

- Fail to follow the Computer Use Policy (SER 105A) including but not limited to using a library card that is not their own to reserve or use a CADL computer.
- Use tobacco, tobacco products, and/or other burnable products as described under no. 1 in the Code of Conduct (SER 103).
- Consume food except in connection with events sponsored through the Library or in approved locations. Covered beverages may be consumed in designated areas.
- Sleep for extended periods of time.
- Interfere with library patrons' or staff's use of the facilities by jeopardizing their health and cleanliness because of fleas, lice, bed bugs, urine or feces on themselves or their belongings. Emission of strong odors must not interfere with others' use of the library. Adequate clothing coverage for hygiene and safety purposes is required, including shoes or other footwear.
- Bringing bed bugs or other pests into library facilities through returned items or on clothing or possessions may result in a request for proof of treatment before admittance to library facilities is granted.
- Use roller blades, roller skates, skateboards, scooters or other wheeled devices in the library or on library property.
- Solicit or panhandle library patrons in the library or on library property.
- Bring animals into the library except service dogs or animals.

2. One Week - Up to Three Months

- Fail to follow library procedures when instructed to do so by library staff.
- Unreasonable use of restroom facilities including but not limited to smoking, bathing, shaving, laundering clothes, clogging plumbing or looking into an area designed to provide privacy to a person using the area.
- Disturb others by behaving in a rowdy manner; staring at or 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 that adversely impacts a person's use of the Library or the work of library staff.

3. Up to One Year

- Use library computers for unacceptable uses as listed in paragraph 17 of SER 105A Computer Use Policy. This includes displaying obscene materials or sexual content that might be harmful to minors. See SER 105A Computer Use Policy for definitions.
- Possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
- Vomit due to inebriation.
- Enter “staff only” area or enter or remain in the library after closing hours, including during emergencies and evacuation drills.

4. Up to Five Years

- Threaten or menace library patrons or staff members. Police will be notified.
- Deface, mar, or destroy library property or materials or property owned by others. Police will be notified.
- Indecent exposure. Police will be notified.
- Refuse or fail to leave the library facilities after having been requested to do so for violating Rules of Conduct. Police will be notified.
- Intentionally soil library property or the property of others by urinating or defecating.
- Remove or attempt to remove materials from the library without checking them out according to standard library procedures. Unauthorized removal of CADL property or failure to return CADL property constitutes larceny and may result in criminal charges.

5. Up to Ten Years

- Use library computers to display child pornography. See SER 105A Computer Use Policy for definitions.
- Touch library patrons or staff members in an aggressive or inappropriate manner. Police will be notified.
- Violate any city ordinance, state or federal law (i.e. fighting, sexually abusive, vandalizing, threatening, etc.). Police will be notified.

6. Extension of Original Ban

- Returning to the library while a suspension is still in effect may result in up to one year added to original suspension.