

CAPITAL AREA DISTRICT LIBRARIES
SER 103d CODE OF CONDUCT
PENALTIES
June 17, 2026

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 by staff to stop the behavior, leave for the day, or be subject to longer-term restrictions as outlined below. 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 Executive Director or the Assistant Director or designee upon notice for a period commensurate with the infraction.

The Executive Director or the Assistant Director will determine in their discretion the appropriate ban on a case-by-case basis. In making this determination, the Executive Director or the Assistant Director must consider, but is not required to give equal weight to, each of the following:

- The actual behavior of the patron,
- Whether there is any dispute that the conduct actually occurred,
- The patron's explanation for the behavior (if one is provided),
- Whether this is a first instance of improper behavior,
- Whether there have been prior attempts to resolve the issue with the patron,
- The type and severity of the behavior,
- The nature, duration, and severity of the risk to others,
- The nature of the threat,
- Whether the police were involved,
- Whether there were any injuries or there was a probability that potential injury would occur,
- Prior bans for the same or different offenses,
- Whether the individual has a known medically documented disability that attributed to the behavior, and
- Any other factor relevant about the situation.

After considering the above factors, the Executive Director or the Assistant Director will determine whether it is appropriate to provide a written warning to the patron or to proceed with a ban from using the library, and if so, the duration of such ban. Warnings or bans are not to be used as punishment for conduct, but rather must be used only when appropriate to ensure the safety of or library access for other patrons and the orderly operation of library services. The Executive Director or the Assistant Director must ensure that adequate documentation is in a file to support the decision that a cause for suspension has been identified and carefully investigated, and that action is warranted.

The following may be used as guidance for common behaviors:

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, marijuana and/or other burnable products, including electronic cigarettes and vape pens.
- Eat food outside of designated spaces or times. Covered beverages may be consumed in designated areas.
- Sleep.
- Expose others to pests (such as fleas, lice, or bed bugs), or to blood, feces, or other biohazards, urine or feces on themselves or their belongings. 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.
- Be in library without shoes, shirt, or pants/skirt/skorts.
- Litter trash outside of receptacles.
- Put feet on table or chairs.
- Use bikes, scooters, roller skates, etc. on library property or bringing bicycles, scooters or large carts inside the library.
- Solicit or beg from staff or other library patrons on library property.

2. One Week - Up to Three Months

- Ignore library procedures or reasonable staff instructions.
- Use of bathrooms for unintended purposes such as bathing, or laundering.
- Bring animals into the building (other than service animals as defined by state or federal ADA).
- Engaging in behavior which is otherwise reasonably expected to disturb others including, but not limited to: using an audible device so that others can hear it; making loud noises or screaming/yelling; using obscene, profane or abusive language or gestures; disturbing others by running, jumping, throwing items, etc.; displaying materials or making verbal comments or gestures that might reasonably be expected to intimidate or harass others.
- Impeding staff from performing their duties
- Leaving personal property unattended.

3. Up to One Year

- Use library computers or other devices in any manner not allowed under CADL'S 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.
- Persistently follow, watch or otherwise engage another person after being asked to stop.
- Block entrances, exits, aisles, or access to library resources.
- Be noticeably intoxicated or in possession of intoxicants or controlled substances.
- Manage their body in a way which may put themselves or other people at risk of harm or infectious disease.
- Engage in public nudity, except for persons who are breastfeeding.

- Enter designated “staff only” areas or remain in the library after closing hours or during evacuation orders.
- Circulating petitions, distributing literature or leaflets or making appeals to the public on library property without first obtaining permission from staff.
- Leaving children unattended in an inappropriate manner (see SER 103A Unattended Children).

4. Up to Five Years

- Threaten, harass, intimidate or menace library patrons or staff members. Police will be notified.
- Take or remove the property of CADL or others without permission.
- Deface, mark on, destroy, or otherwise mutilate library materials or property. Police will be notified.
- Engage in sexual acts. Police will be notified.
- Refuse or fail to leave the library facilities after having been requested to do so for violating Code of Conduct. Police will be notified.
- Intentionally expose others to blood, feces or other biohazards.

5. Up to Ten Years

- Use library computers or other devices to display child pornography. See SER105A Computer Use Policy for definitions.
- Assault or physically fight anyone; touching library patrons or staff members without consent. Police will be notified.
- Violate any city ordinance, state or federal law (i.e. fighting, sexually abusive, vandalizing, interfering with fire alarms, threatening, etc.). Police will be notified.
- Carry or brandish weapons on library property (unless otherwise allowed by law).

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.

The above are only guidelines, and the Executive Director or the Assistant Director may impose whatever warning or ban is appropriate for the circumstances.

If an individual is banned from the library, the individual shall be provided with written notice of the ban. The ban may be sent to the individual by first class mail or hand delivered to the patron. The written notice must include the basis for the proposed action and describe the proposed sanction. For an individual to request a hearing to appeal or to contest a ban, the written notice also must include the name, address, and telephone number of the individual. In some circumstances, an immediate ban may be required. If so, the patron must be given verbal notice at the time the ban is imposed and written notice must follow as soon as possible.

Any person denied access to the library or its services may request a modification of the denial from the Executive Director. The Executive Director may reverse or consider a reduction or suspension of the individual’s ban based on the entirety of circumstances.

If the appeal is not resolved by the Executive Director, a written appeal may be submitted to the library Board. The library Board will provide the person with the opportunity to be heard and explain their version of events and be permitted to present documents or other information (including information that the issues have been resolved or presenting any options to mitigate the problems). The patron shall have the ability to have an attorney present. If any information is presented to the Board, it must be considered. The Executive Director or the Assistant Director who imposed the ban must present in writing or in person an account of the factors considered and why the ban was imposed. The Board's determination is final and binding.

CADL will cooperate with authorities to the extent permissible by law in the investigation and prosecution of any criminal offenses.