

## **Patron Code of Behavior**

It is the policy of the Taylor County Public Library Board of Directors to establish a patron code of behavior that will create a peaceful, comfortable, and safe environment for its patrons and staff in which to read, study, browse and work. This policy has been established to insure that these rules of conduct will provide a safe and undisturbed atmosphere for all users of the Library facilities.

- 1) Respect for the rights of other library users and staff
- 2) All library materials must be properly checked out
- 3) Disruptive behavior is prohibited including but not limited to:
  - a. Physical action or the threat of physical action that could cause injury or harm to patrons or staff or to the Library property
  - b. Verbal abuse towards patron and/or staff
  - c. Obscene language or gestures
  - d. Extended loud speaking or noise that is disruptive to patrons and/or staff
  - e. Groups of patrons seated together when they are the source of unacceptable noise levels may be asked to reseat themselves
  - f. Lewd or suggestive words or actions to patrons or staff
  - g. Voyeurism and or exhibition
  - h. Use of the parking lot after hours
  - i. Loitering or soliciting in or outside the Library
  - j. At no time will roller-blades, skateboards, or bicycles be used as recreation in or outside the library except as a legitimate mode of transportation.
  - k. No littering in or outside the library
  - l. At no time can a patron engage in the destruction of Library property or equipment
  - m. Library patrons must follow the Internet and Material policies as posted
  - n. Patrons are not to enter any area marked for employee use only
  - o. A pattern of napping or sleeping
  - p. A parent or other adult accompanying a child or children in the library is expected to prevent the child from running loose, making excessive noise, pulling books from the shelves or otherwise behaving disruptively. If the parent or adult cannot control the child, both will be asked to leave the library
  - q. The librarian is not a substitute baby-sitter. Children unaccompanied by a parent(s) or other adult(s) are welcome to remain as long as they are legitimately using the library's facilities and abiding by its rules. Children who become undisciplined may be asked to leave and/or parents or guardians notified to pick the child up as soon as possible.
  - r. Actions suggesting the influence of alcohol, narcotic, hallucinogenic or other controlled substances
  - s. Any use of tobacco products in the Library Building

- t. *NO FIREARMS OR WEAPONS* as defined by the Library Board of Trustees and staff will not be permitted on Library property and will be enforced through City and State law
  - u. Running and/or roughhousing in or on Library property
  - v. Food or drink in the Library building by patrons
  - w. Use of public restrooms for purposes of shaving, washing, drying, etc.
  - x. Commission of any offense which would constitute a misdemeanor or felony under criminal laws of the City of Grafton and the State of West Virginia is prohibited
- 4) The use of Library equipment as follows:
- 1. MICROFILM READER is available to all patrons. A parent or other responsible adult must accompany a child under 13 years of age. A charge applies for all copies made and copies must be shown to the circulation librarian.
  - 2. COMPUTERS AND PRINTERS are available in the designated areas. Policies for the use of these machines are posted at each station and left to the responsibility of the patron to read. Any violation of this policy will result in expulsion from use.
  - 3. COPY MACHINE use may only be operated by a staff member. At no time is a patron to operate the copier.
  - 4. PHONE use is a privilege and may only be used in case of an emergency. All other calls may be placed at the payphone located across the street.

In the event of a violation of this Patron Code of Behavior, sanctions may be taken in the form of warning, a request to leave the library property, a call to the police, or other legal action as, in each instance, seems most appropriate.

All items in the Patron Code of Behavior have been adopted with the intentions of making the Library environment as pleasant as possible for its users. The West Virginia State Code (10-1-7) provides for such regulations "The Board [of Trustees] may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities."

The Board of Trustees hopes the Patron Code of Behavior will not discourage anyone from legitimate use of the Library. The Board does believe the Code will serve to improve the library atmosphere for all its users.