

THE SHERMAN LIBRARY

CODE OF CONDUCT POLICY

Purpose

The Sherman Library Association (“Library”) has adopted this Code of Conduct Policy in order to protect all Library patrons’ right of access to Library facilities, to ensure the safety of patrons and staff, and to protect Library resources and facilities from damage.

Administration of Policy

The Library Board of Trustees (“Board”) authorizes the Executive Director or designated staff to use reasonable discretion in interpreting and enforcing this policy to the benefit of Library patrons. All decisions, determinations and actions taken by the Executive Director with respect to this policy are final and not subject to review.

Description

The Board and staff strive to create a welcoming and comfortable environment for all Library patrons. Patrons have a right to expect friendly and competent Library service provided in a calm, safe environment. Library patrons of all ages are expected to abide by these rules.

The following actions are prohibited on Library property:

- Conversation and activity at a level disruptive to others
- Running, jumping, throwing things, and behavior that deliberately annoys others or prevents the legitimate use of the Library and its resources
- Filming in the Library building or on its property without prior permission from the Executive Director
- Photography in non-public areas, staff areas and restrooms; this includes, but is not limited to the circulation desk and material holding area
- Possession of weapons of any kind, except by law enforcement officers
- Loitering or sleeping
- Smoking and using tobacco of any kind, including e-cigarettes and vaping
- Disruptive or frequent entering and exiting the building
- Use of cell phones and audio devices at a level disruptive to others
- Damaging, defacing or theft of Library property or materials
- Eating and drinking in the Library public spaces except at specified Library programs and Library sponsored events authorized by the Executive Director
- Leaving personal items unattended
- Animals, except for service animals as defined by the Americans with Disabilities Act
- Dangerous play, such as skateboarding, bicycling or rollerblading

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- Committing or attempting to commit an activity in violation of federal, state or local law
- Solicitation or conducting surveys without the express consent of the Executive Director
- Disposing of trash inappropriately

The following is expected behavior on Library property:

- Parents and caregivers are responsible for the behavior and safety of their children. Please refer to the Sherman Library Child Behavior and Supervision Policy
- Library computers must be used in accordance with the Sherman Library Computer Use and Internet Safety Policy
- Permission must be granted by the Executive Director to post any materials on the Library bulletin boards, circulation desk and display areas
- The Library telephone is mainly for Library business use. However, if necessary it may be used briefly by Library patrons for local calls with permission of Library staff.
- Library materials and property will be treated with care
- The Library is not responsible for unattended personal belongings

Enforcement

Those individuals who do not abide by this policy or behave in such a way that demands constant attention from the staff or disrupts service to others will be asked to leave the Library. In extreme cases conduct may be reported to the police.

Approval

Approved by the Sherman Library Board of Trustees April 2009; January 2015; November 8, 2021