

## **SALMON PUBLIC LIBRARY Library Code of Conduct Policy**

### **Purpose**

The purpose of the Salmon Public Library Code of Conduct is to ensure a safe, comfortable, and respectful environment for all library patrons, staff, and visitors. This policy outlines acceptable behavior while on library premises and using library services.

### **General Conduct**

**Respect for Others:** Patrons shall be respectful to other patrons and library staff at all times. Disruptive behaviors, including but not limited to loud conversations, use of offensive language, and inappropriate physical contact, are prohibited.

**Quiet Zones:** Designated quiet areas must be respected. Electronic devices should be silenced, and headphones used when necessary.

**Harassment:** Harassing, threatening, or intimidating other patrons or staff is strictly prohibited. This includes verbal, physical, or sexual harassment.

**Property:** Respect library property and the property of others. Vandalism, theft, or defacement of library materials, equipment, or facilities is not tolerated.

**Cleanliness:** Help maintain a clean environment by disposing of trash properly and leaving areas as you found them.

### **Parking Lot Use**

**No Overnight Parking:** Overnight parking in the library parking lot is strictly prohibited to ensure availability and safety for all patrons during library operating hours.

**Waste Disposal:** The use of library trash receptacles is limited to patrons utilizing library services or attending library programs. Disposal of personal household or commercial waste is not allowed.

**Vehicle Idling:** To promote a healthier environment and reduce pollution, patrons are requested to refrain from idling their vehicles for extended periods in the library parking lot.

### **Use of Library Materials and Services**

**Compliance with Policies:** All patrons must adhere to specific library policies regarding the use of materials, computers, and other services provided by the library.

**Accountability:** Patrons are responsible for any materials checked out to their library account and must adhere to loan periods and other borrowing conditions.

**Internet Use:** The use of the library's internet service must comply with the library's Internet Use Policy, avoiding illegal, inappropriate, or harmful content.

### **Children in the Library**

**Supervision:** Children under the age of 10 must be accompanied by a responsible adult or caregiver at all times.

**Behavior:** Guardians are responsible for monitoring their children's behavior and ensuring it aligns with the library's code of conduct.

### **Pets in the Library**

**Service Animals:** Only trained service dogs, as defined by the Americans with Disabilities Act (ADA), are permitted in the library. Service dogs must remain under the control of their handlers and must not disrupt library services or patrons.

**Emotional Support Animals:** Emotional support animals, therapy animals, and pets are not permitted within the library premises to ensure the comfort and safety of all patrons.

**Behavior of Service Dogs:** Service dogs must be harnessed, leashed, or tethered unless such devices interfere with the service dog's work or the individual's disability prevents using these devices. In such cases, the individual must maintain control of the animal through voice, signal, or other effective controls.

**Responsibility:** Handlers are responsible for the care and supervision of their service dogs, including handling any waste created by the animal.

### **Safety and Security**

**Emergencies:** In case of an emergency, patrons should follow the directions of library staff and emergency responders.

**Personal Belongings:** Patrons are responsible for their personal belongings. The library is not responsible for lost, stolen, or damaged personal items.

**Weapons:** Carrying weapons of any kind, unless authorized by law, is prohibited within the library.

### **Enforcement**

Updated 03/14/2024

Board Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library staff have the authority to address conduct issues and enforce this policy. Failure to comply with the Library Code of Conduct may result in a warning, temporary or permanent exclusion from the library, and/or involvement of law enforcement when necessary.

### **Appeals**

Patrons who wish to appeal actions taken under this policy may submit a written appeal to the Library Director. The appeal will be reviewed, and a response will be issued within a reasonable timeframe.

### **Conclusion**

The Salmon Public Library is committed to providing an inclusive, welcoming environment that fosters intellectual exploration, community engagement, and respect for all individuals. Your cooperation with this Code of Conduct ensures the library remains a valuable resource for the entire community.