

Topinabee Public Library Code of Conduct

To maintain pleasant facilities for all library patrons the Topinabee Library Board has adopted the following Code of Conduct.

- 1) Library patrons may not possess, consume, or be under the influence of any intoxicant or controlled substance.
- 2) All weapons are banned from Library premises.
- 3) The Library is a tobacco-free environment and the use of any tobacco product is prohibited.
- 4) Patrons may not disturb others in any way. They may not display materials or make verbal comments or gestures that might be reasonably expected to offend or harass others.
- 5) Patrons need to dress appropriately with shirts and shoes at all times.
- 6) Patrons shall not wash clothing, bathe, or shave in the restroom.
- 7) Patrons may not interfere with other patrons use of the Library through extremely poor personal hygiene.
- 8) Patrons may not sleep in the Library.
- 9) Food and covered beverages may be consumed in the Library.
- 10) Patrons may use cell phones in the Library provided such use does not disturb others.
- 11) Patrons shall take full responsibility for their own belongings.
- 12) Patrons may not solicit or beg in the Library except that charitable organizations may solicit funds.
- 13) Patrons may not deface or mutilate any furnishings, equipment, or materials.
- 14) Patrons shall not remove any library materials without first checking them out.
- 15) Patrons may not photograph or videograph on Library premises without the permission of those being photographed. Parents or guardians must give permission for their children.

Non-Compliance The Topinabee Public Library Board and staff expect all patrons to behave in a manner that does not disrupt library use.

Patrons must show respect for:

- Staff
- Other Patrons
- Library Property
- Library Policies Non-Compliance
- First offense: Verbal warning

Second offense: Patron is banned from the library for a two (2) week period. If the patron is a minor, a letter will be sent to the parent.

Third offense: Patron is banned from the library and library property. In order to return to the library and library property, the patron must appeal to the Library Board. Patron will need to contact the Librarian for procedures.

Violent Offense: There is zero tolerance for threats and acts of violence. If such act(s) is seen, 911 will be called and the patron will be banned from the library.

Trespassing offense: If a child is asked to leave for a violation of this policy, a parent or guardian will be notified and the child will be supervised until the parent or guardian has arrived. Trespassing is defined as failure to leave the library or library premises as instructed or entering the library property while banned. Trespassing will be handled by calling the police for assistance.