

**Rita and Truett Smith Public Library**  
**Patron Behavior Policy**  
**Draft July 2022**

The Rita and Truett Smith Public Library is committed to providing the best possible customer service in an open and inviting atmosphere. All Library patrons are expected to exercise reasonable care in their use of the facilities. Patrons are expected to behave in a manner that is appropriate in a shared community facility. The following guidelines are set forth to define those activities that are disruptive while on Library premises and are prohibited. Library staff will enforce these guidelines in a consistent and impartial manner. Library staff will remind patrons of the rules and may approach a patron in pairs to discuss this Policy when necessary. This Policy is subject to change.

The Library staff reserves the right to determine whether a particular behavior is disruptive to the operation and use of the Library. Engaging in any activity that disturbs normal activities and/or the environment for other patrons or Library staff will not be tolerated. Violations of this Policy may result in the expulsion of patrons from Library premises and/or criminal prosecution.

Admittance to the facility is allowed only during designated open hours. The Library is not responsible for any property losses or personal injury occurring on Library property.

All applicable state laws and local ordinances shall apply.

**The following list of disruptive behaviors are prohibited and are used for illustrative purposes only. This list is not comprehensive.**

- Harassment of staff or other patrons including, but not limited to:
  - Verbal abuse
  - Sexual harassment or misconduct
  - Stalking
  - Making offensive gestures
  - Cursing or using obscene, abusive, profane or threatening language
- Abusing or vandalizing Library facilities or equipment including, but not limited to:
  - Using furniture in any manner that may damage the furniture
  - Using drones or other flying objects in the building including courtyard and parking lot areas on Library premises
  - Moving furniture in study rooms
  - Mutilating library materials
  - Removing library materials from the building without checking them out
- Personal hygiene
  - Cutting or polishing nails
  - Cutting or styling hair, including facial hair
  - Using restrooms for washing clothes or bathing

- Dental hygiene in public areas
  - Strong body odor or excessive use of perfume or cologne
- Illegal Acts such as
  - Gambling
  - Possession or consumption of alcoholic beverages
  - Possession or consumption of drugs
  - Smoking, vaping or use of any tobacco product (City Ordinance Section 74-3)
  - Littering
- Creating excessive noise such as:
  - Using a sound-generating device
  - Engaging in loud conversation or rowdy behavior
  - Using personal devices in a manner that disturbs other patrons
- Bringing animals into the library (except service animals authorized by law)
- Sleeping
- Spitting
- Loitering (assembling without a legitimate purpose)
- Distributing petitions, surveys, sales ads or any printed material, except as authorized
- Soliciting funds or offering goods or services for sale without proper authorization
- Using/riding roller blades, skateboards, Heelys or any other wheeled shoes on Library property

**While using the library, patrons are required to:**

- Wear appropriate attire, including shoes and shirts (no wet clothes or bathing suits).
- Be responsible for their own possessions. Bicycles must be chained to the outside bicycle rack.
- Report any Library equipment that appears broken, malfunctioning or defective to Library staff.
- Comply by all signage including, but not limited to:
  - Signs indicating any equipment is out of service or not to be used
  - Signs indicating “Staff Only” areas that patrons may not enter without permission
  - Signs indicating designated areas for food and drinks

**Supervision of children during open hours:**

Children age nine (9) and under should be supervised at all times by a responsible adult. The parent or legal guardian must remain within a reasonable distance (within eyesight) of their child(ren) at all times.

If a child age nine (9) and under is unattended and a responsible adult cannot be located, Library staff will call the police.

Adult patrons unaccompanied by children, who are not in the Children's Area to select materials or to consult with Library staff, shall be required to move to another area in the Library.

**Disruptive children during open hours:**

Disruptive children, ages 17 and under, will be asked to leave the Library. Staff will permit the child to call a parent. Depending on the severity of the situation, staff may call the police.

**Unsupervised children after closing:**

Children aged nine (9) and under who have not been picked up at closing time will be given the opportunity to call a parent. If they are unable to contact a parent or responsible adult, staff will call the police.

**Teen Services:**

Teen programs are for children in grades seventh through twelfth. Only children in seventh to twelfth grade may use the Teen Room. Any other individual who is not in the Teen Room to select materials or to consult with library staff shall be required to move to another area in the Library.

Parents may be in the Teen Room with their child if their child is between grades seven and twelve, however, younger family members are not allowed in the Teen Room for an extended period of time. Teen Room resources such as Chromebooks, board games, Makerspace materials and gaming equipment are for teen use only.