

## **Library Behavior Policy**

Revised July 16, 2014

The James River Valley Library System has the right to maintain its facility in a clean, pleasant, and safe manner. Library staff and patrons have a right to enjoy a clean, pleasant, and safe library environment. To this end, the Library Board has established these rules of conduct. The code is designed to foster an atmosphere of mutual respect and courtesy, and applies to all patrons, volunteers, and staff while on library property.

The library staff shall make every effort to apply these rules in a fair, consistent, and positive manner for the benefit of all. It is impractical to address every behavioral situation that may occur in the Library; therefore, members of staff have the responsibility to make decisions that are in the best interest of the Library whenever the rules do not specifically cover certain situations.

### **While at the library, you are encouraged to do the following:**

- 1) Ask the staff for help; let the staff know when you are unable to find what you need so they can get the information for you
- 2) Inform the staff if you need accommodation or assistance to facilitate your full use of library services
- 3) Be responsible for the safety, well-being, and conduct of children in your care
- 4) Cooperate with the requests of library staff
- 5) Keep your personal belongings in your control at all times; the library is not responsible for lost or stolen items

### **While at the library, the following is prohibited:**

- 1) Behavior that is unsafe or disturbing to other patrons or staff; for example, offensive language, loud talking or noises, or other boisterous behavior
- 2) Physical, sexual, or verbal abuse of library users or staff
- 3) Disruptive use of cellular phones (when possible, make and take all calls outside the building); employees will ask you to end your call if you are disrupting others with your cell phone use
- 4) Leaving young children unattended (see “Children’s Use of the Library” policy)
- 5) Actions that damage library property or the property of others
- 6) Tobacco use in any form; use of alcohol and/or drugs
- 7) Consuming food or open beverage (covered beverages are permitted) (rev. Dec. 17, 2018)
- 8) Bodily hygiene that is offensive so as to unduly interfere with another patron’s use of the library
- 9) Bringing in animals, other than certified assistive animals
- 10) Accessing staff areas, unless accompanied by a library employee
- 11) Inappropriate dress, including no shirt or shoes
- 12) Tampering with the arrangement of library materials
- 13) Playing audio equipment loud enough to disturb others

- 14) Skateboarding, roller-blading, skating, or biking on library property
- 15) Adults loitering or behaving in a suspicious manner in the children's areas
- 16) Soliciting, selling, or campaigning
- 17) Loitering or blocking entrances, exits, or aisles and passageways so as to make it dangerous, difficult, or impossible to walk through

For the benefit of all, library staff will intervene to prohibit any of the activities or behaviors listed above. The consequences of misconduct may be any of the following: verbal warning, eviction, loss of library privileges (including the use of library computers and other equipment), or prosecution to the full extent of the law. If the police are called, the offender may be cited.

### **Interpretation for Children of the “Library Behavior Policy”**

The people who work in the library will help you find what you need, so you can learn something new and have fun. Let's work together!

Good library behavior means that you will:

- 1) Ask for help when you need it
- 2) Be kind and polite to everyone
- 3) Speak in a quiet voice; loud talking and noise makes it hard for those who need a quieter place
- 4) Do not run, push, throw things, or climb in the library
- 5) Keep your hands to yourself
- 6) Walk and look where you are going
- 7) Be careful of younger children
- 8) Take good care of books, movies, and other items that belong to the library
- 9) Be respectful when using the computers
- 10) Do what a person who works at the library asks you to do

The James River Valley Library System strives to provide free and easy access to materials and services for all library customers.