

MARIE FLECHE MEMORIAL LIBRARY

RULES OF CONDUCT

The Rules of Conduct, listed below, has been adopted by The Board of Trustees of the Marie Fleche Memorial Library. The rules have been established in order to protect the rights and safety of the Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities and grounds.

Behavior shall include, but is not limited to, the following conduct or behaviors:

1. Patrons shall be engaged in normal activities associated with the use of a public library while in the building.
2. Patrons shall respect the right of patrons and library staff.
3. Patrons shall not engage in any activity in violation of Federal, State, local or other applicable law, or Library policy.
4. Patrons are prohibited from engaging in any threatening or harassing behavior toward Library patrons, volunteers, and staff. This includes, but is not limited to:
 - Verbal, physical or written threats that suggest imminent harm, physical violence or assault.
 - The creation or transmission of any written or electronic communication (including email, text or other social media) that contains threats of violence, property damage or unlawful harm.
 - Repeated or severe acts of intimidation, hostility or abuse that creates a threatening environment for staff.

Any violation of this policy may result in immediate removal from Library property and immediate temporary or permanent suspension/expulsion of all Library privileges, as determined by the Library Director or their designee.

5. Eating is not allowed in the library, except as part of a library or library-sponsored program. Drinks are allowed as long as they are in a closed container with a sealed lid, and as long as they are not near the computers.
6. Smoking and the use of tobacco products, such as pipes, cigars, e-cigarettes and vapes in the Library or on Library property is not permitted.
7. Patrons shall not use or be under the influence of alcohol or controlled dangerous substances in the Library or on Library property.
8. Patrons shall not possess, sell, distribute, display or use any dangerous weapon upon library premises or use or threaten the use of any other object in such a manner that it may be considered a weapon.
9. Disruptive conduct will not be tolerated in the library. This includes, but is not limited to, talking loudly, running, loitering and exhibiting lewd or inappropriate behavior. Audio/video and cell phone usage must be conducted in a manner that is not disruptive to others.
10. Sleeping in the library is prohibited. Those found sleeping in the library will be asked to leave the premises. Repeated violation of this may result in the suspension of library privileges, including the right to enter or use the facility.

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11. Patrons shall not be permitted to enter the building without proper attire or other covering of their bodies or without footwear. Patrons, whose bodily hygiene is offensive, so as to constitute a nuisance to other patrons or staff of the Library, shall be required to leave the building.
12. Patrons shall not be permitted to misuse the restrooms or facilities for purposes such as bathing, shaving or changing clothes.
13. The library reserves the right to inspect all backpacks, book bags, satchels, handbags, luggage and brief cases. Leaving them unattended will subject these items to immediate confiscation.
14. Patrons are limited to three (3) hours per day in the library unless they are actively engaged in online educational coursework or general educational research.
15. All circulating materials must be charged out in accordance with established procedures before they are removed from Library premises. Reference materials, special collections and newspapers may not be removed from the Library.
16. Patrons shall not deface or mar books, magazines, newspapers, recordings or other items in the library collection; if damages occur to materials checked out, appropriate fines will be applied to the patron's library account. Nor shall they deface, mar or in any way destroy or damage Library furnishings, walls, machines or other Library property.
17. Library patrons may not unplug Library equipment in order to access an outlet for personal use. Library staff is not responsible for equipment left unattended.
18. Patrons shall not bring pets or animals into the Library other than service dogs.
19. No one shall sell or distribute any item on Library premises. Solicitation of contributions or signatures for the conduction of surveys is prohibited within the library
20. Photography and/or any digital/electronic recording on library premises, without the permission of the Library Administration and all those photographed/recorded, shall not be allowed.

Staff Response to Infractions:

Violation of these rules is considered *misconduct* that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate and warn individuals about the policies. If an individual continues to violate these policies, after the **third** notification, staff may order them to leave for the day. **Any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises.** Persistent or severe violations of the Library's rules may result in the suspension of library privileges, including the right to enter or use the facility and/or borrow materials. Library staff is authorized to contact the Berlin Boro Police Department to respond to such situations. The Library reserves the right to contact law enforcement and pursue all available legal remedies.