



# Allen Parish Libraries

*"Bringing the World to You"*

## **RULES OF CONDUCT**

The Allen Parish Libraries' Code of Conduct aims to protect the privileges of library benefactors and staff to partake in a place of refuge helpful for successfully utilizing library offices, materials, assets, and administrations. These standards are posted for the solace and security of all.

### **1. Respect the rights of other library patrons by:**

- Observing Library policies and these rules of conduct;
- Providing proper supervision of children in your care;
- Cooperating with Library staff who interpret and apply the rules;
- Avoiding behavior that disrupts the work of staff and patrons;
- Using library technology and other equipment appropriately, complying with the Library's Electronic Resources Use Policy, and respecting the privacy of others using nearby workstations;
- Using cell phones, pagers, laptops, and other communication devices in a manner that does not disturb others. (Please silence the cell phone and pager ringers and step outside to take a phone call.)

The authority to enforce these rules has been granted to library staff members. The staff may require a patron to leave the library premises and may call the police for resistance to these rules of conduct.

### **2. The following is not permitted:**

- Violating any federal, state, or local laws;
- Violating the library's Electronic Resources Use Policy or other library regulations.

- Carrying or displaying guns, stun guns, knives, or other weapons, except as allowed by law;
- Carrying or displaying explosive devices, dangerous substances, or materials;
- Unsuitable attire, such as no shirt, no shoes, or sagging pants;
- Displaying poor personal hygiene, emitting an obnoxious body or clothing odor;
- Using the restrooms for things like bathing, shampooing, shaving, doing laundry, changing clothes, or anything else that wasn't intended for them.
- Behavior that is disruptive, disorderly, threatening, or loud, such as talking loudly on the phone or in person, using music, computer, tablet, or gaming devices.
- Using library computers or devices to access explicit or obscene material, including pornography. Failure to comply with this policy may result in disciplinary action, including temporary and/or full suspension of computer privileges.
- Sexual, verbal, or physical abuse of staff or patrons. Harassing behavior is unwelcome and creates a hostile environment through deliberate and persistent conduct. Spitting, constantly staring at or following another person, and using offensive, vulgar, or abusive language or gestures are all harassment. It is against the rules to make threats of violence or behave in a way that could harm library staff, patrons, or anyone else. Any dangers, conduct, or acts that might have all the earmarks of being a threat to life or security to oneself or others are likewise denied. Assault, fighting, and other forms of violence, as well as the threat or attempt to commit such crimes, fall under this category. The police will be notified of any acts, threats, or behavior described in this paragraph.
- Excessive affectionate gestures, including physical contact, are inappropriate for a public setting.
- Damage, theft, or destruction of Library materials, buildings, equipment, furniture, or property;
- Abusing handicapped parking, parking motor vehicles, bicycles, motorcycles, or scooters in non-designated spaces, using more than one parking spot, bringing bikes into the library, or parking them in a way that prevents others from passing by.
- Loitering on library premises, i.e., sitting or standing about, sleeping or lingering aimlessly;

- Possessing alcohol, illegal or synthetic mood-altering drugs, drug paraphernalia, or appearing intoxicated or under the influence of illicit drugs.
- Use of any tobacco products;
- Smoking and using vapor or smokeless tobacco products on or on the grounds of any Library facility.
- Eating and drinking. Exceptions: Bottled drinks and drinks with lids are allowed unless posted. (Unless they are part of a library program);
- Soliciting, proselytizing, panhandling, selling, and gambling;
- Bringing animals into the library other than certified service animals that are required for disabled individuals or are part of a library program that has been pre-approved. Animals are not permitted inside or outside the building unattended.
- Not keeping up with control of individual things by leaving things unattended, permitting things to block admittance to library materials or equipment, or permitting things to slow down a library staff part or person's utilization of the library. The library is not responsible for lost or stolen personal property.
- For the safety and security of our young patrons, adults are strictly prohibited from entering the Children's area unless a child accompanies them. If an adult is found to be loitering in this area without a child, they will be asked to leave immediately.
- Children twelve (12) or younger are left in the library without a responsible guardian who is at least sixteen years of age.

**3. All school-age students can only be in the library during school hours from 8 AM to 2:30 PM on school days if they are accompanied or have written proof from school authorities/parents or guardians. If they are at the library during these hours, the library reserves the right to report instances of truancy to the Allen Parish School Board and its Staff/Law enforcement.**

**4. All library materials must be checked before being removed from library premises.**

**5. Library staff reserves the right to inspect patron's briefcases, oversized handbags, backpacks, luggage, packages, and shopping bags.**

**6. Because Library resources are limited, some seating, equipment, or areas may be designated for exclusive use by students, children, or researchers. Time limits may be imposed on patrons using this seating or equipment.**

**Enforcement of these rules will be conducted fairly and reasonably.**

**Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises for one day to a year. Violations could also restrict and terminate Library privileges, including using computers and other equipment. Anyone who enters or remains on its premises will be arrested and prosecuted for trespassing when prohibited from using the library.**

Adopted by the Board June 2016  
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