

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Rules of Conduct**

**POLICY NUMBER: 4001**

**4001.1** The Library District seeks to create and maintain a Library environment that is safe, healthy, comfortable, and free from distractions for its users, and so establishes these Rules of Conduct:

### DIXON PUBLIC LIBRARY RULES OF CONDUCT

#### 1. DRESS AND ATTIRE

- Shoes/sandals or other suitable footwear must be worn at all times. Bare feet are not permitted.
- Shirt/blouse must be worn at all times.
- Swimming suits are not permitted.

#### 2. FOOD AND BEVERAGES

- Eating is not permitted in the Library *except* at events sponsored by or approved by the Library.
- Non-alcoholic beverages in proper containers (designed to prevent spills and leakage) are permitted in all areas of the library *except* at computer workstations.

#### 3. SMOKING AND TOBACCO PRODUCTS

- No smoking or other use of tobacco products is permitted in the building, within 30 feet of exterior doors or anywhere else on the premises. Tobacco and/or smoking products and paraphernalia may not be displayed in the Library.

#### 4. PETS AND ANIMALS

- No animals, reptiles, or birds are permitted in the Library *except* service dogs on duty or in training, or, in conjunction with approved library programs.

#### 5. SOLICITING

- There shall be no soliciting of money, favors, goods, services, or opinions or selling of any products or services in the Library in order to preserve the privacy of all who use it.
- Campaigning, petitioning, proselytizing, or personal distribution of information for any cause or event is not permitted inside the Library but may be conducted outside the building as long as access to the building is not blocked, restricted, or impaired.

**6. SKATEBOARDING; SCOOTER; SKATING AND WHEELED SHOES**

- Skateboarding and skating are not permitted in the building or on library premises. Skateboards must be carried, and must not be placed in any way which would cause a safety hazard. In-line or strap-on skates may not be worn in the building. Scooters are not permitted in the building, and should be parked and secured to the bicycle rack(s) in front of the Library. Patrons wearing sneakers or tennis shoes with "heel wheels" may not use them in the Library.

**7. BICYCLES**

- Bicycles are not permitted in the Library, and should be parked and secured to the bicycle rack(s) in front of the Library.

**8. UNATTENDED CHILDREN**

- Children under the age of eight must be closely supervised at all times by a parent or caregiver age 14 or older. If parents or caregivers cannot be contacted or located, Library staff may notify the local law enforcement agency. Parents, and not Library staff, are responsible for the behavior and safety of their children at all times while using the Library.

**9. DISRUPTIVE BEHAVIOR; FAILURE TO FOLLOW DIRECTIONS OF LIBRARY STAFF**

- Disturbing or annoying Library users and staff with unnecessarily loud, abusive, threatening, harassing, vulgar, or insulting language is not permitted in the Library. Patrons exhibiting such behavior who fail to cease that behavior when so directed by Library staff will be asked to immediately leave the building.
- Patrons who ignore or refuse to heed the direction of Library staff concerning general issues of conduct will be asked to immediately leave the Library.
- In the event that a patron refuses to comply with a Library staff member's request to leave, assistance will be requested from the Dixon Police Department.

**10. CELL PHONES; AUDIO, VIDEO, PHOTOGRAPHIC OR TELEVISION RECORDING EQUIPMENT; OFFICE EQUIPMENT**

- Use of cell phones (either to make calls or to receive calls) is not permitted in the library. Cell phones should be turned off or muted. Patrons must leave the Library to use a cell phone.
- There shall be no use of audio recording, video recording, photographic, television recording equipment or office equipment without advance permission of the District Librarian or his/her designee.
- Use of personal laptop computers is permitted provided that power cords are not used in such a way as to cause a safety hazard. Personal laptop users are welcome to use the wireless network, but such devices will not be connected to the Library's wired network(s) under any circumstances.

**11. LIBRARY FURNITURE AND EQUIPMENT; RESTROOMS**

- Library furniture and equipment must be used in ways to insure that the furniture and equipment is not damaged, left dirty or stained, or is left in a condition which prevents other patrons from using an item.

- Library furniture and equipment is not to be moved unless under the direction of a library staff member, or with the permission of a library staff member. Computer monitors may be moved for normal ergonomic adjustment purposes only.
- The use of library equipment and furniture to sleep is not permitted.
- Restrooms are to be used by one person at a time, except in the case where a minor child is accompanied and assisted by a parent, legal guardian or older sibling or in the case of a disabled person who is accompanied by an attendant.

Adopted 01/22/2007